

THE OXFORD OPEN CENTRE FOR THE CAMBRIDGE EXAMINATIONS IN ENGLISH AS A FOREIGN LANGUAGE

England & Wales · Charity number 288863

Details

Other names THE OXFORD OPEN CENTRE

Status Registered

Legal form Other

Registered 1984-03-06

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

Contact

Address Office 282
266 Banbury Road
Summertown
Oxford
OX2 7DL

Phone 07534 017013

Email oxfordopencentre1@hotmail.com

Website www.oxfordopencentre.org

Activities

Objects: THE ADVANCEMENT OF EDUCATION OF PERSONS STUDYING ENGLISH AS A FOREIGN LANGUAGE IN OXFORD AND ITS SURROUNDING AREA BY THE PROVISION OF EXAMINATION FACILITIES IN OXFORD TO ESTABLISH A DEGREE OF PROFICIENCY IN THE ENGLISH LANGUAGE BY MEANS OF THE RULES AND REGULATIONS OF THE UNIVERSITY OF CAMBRIDGE LOCAL EXAMINATIONS SYNDICATE OR OTHERWISE AS THE ASSOCIATION MAY DETERMINE.

Activities: To advance the education of persons studying English as a Foreign Language in Oxford and its surrounding area by the provision of a single agency for the Cambridge Examinations in English as a Foreign Language

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People, The General Public/mankind

Geography

- **Area of benefit:** OXFORD AND ITS SURROUNDING AREA
- Bracknell Forest
- Buckinghamshire
- Oxfordshire
- Reading
- Slough
- West Berkshire
- Windsor And Maidenhead
- Wokingham

Finances

Period end	Income	Expenditure	Assets	Employees
2025-06-30	£19,488	£21,490	-	-
2024-06-30	£28,705	£26,028	-	-
2023-06-30	£27,616	£27,337	-	-
2022-06-30	£34,660	£32,163	-	-
2021-06-30	£36,314	£41,340	-	-

Trustees

Name	Role	Appointed
Colin David LOCKHART	Chair	2013-03-24
ROSA LUCIA		2014-04-01

Accounts

Oxford Open Centre

Charity Commission No. 288863

Receipts & Payments Accounts—for the year ended 30 June 2024
(unrestricted funds)

<u>Receipts</u>	2024	2023
Voluntary sources		
Trading Activities:		
Examination entry fees	28,705.00	27,615.78
Government covid Grants		
Income from assets:		...
Deposit account interest	0.00	0.00
Total Receipts (A)	28,705.00	27,615.78
Payments		
Direct charitable expenditure:		
UCLES fees	10,888.37	15,507.71
Accommodation/equipment & invigilation		
Staff cost	12,534.04	9,413.40
Management/Administration:		
Office expenses	550.18	522.97
Pension	225.00	172.00
Liability insurance	1,154.63	818.29
Professional fees		
Software charges	675.52	900.00
Total Payments (B)	26,027.74	27,337.37
Surplus / Deficit Cash Surplus/Deficit (A1 - A2)	2,677.26	278.41
Cash funds last year	6,783.47	6,505.06
Cash funds this year (A1 - A2 + A3)	9,460.73	6,783.47

Oxford Open Centre

Charity Commission No. 288863

Statement of Assets and Liabilities as at 30 June 2024

Cash funds	
Bank current account	6,413.35
Bank deposit account	3,047.38
Total.	9,460.73

Other Monetary Assets

Debtors	
Assets retained for charity's use	
Office & computer equipment	
Value brought forward	25.00
Additions	
Less: provision for depreciation	6.00
Value carried forward	19.00
Total assets	9,479.73

Liabilities

Contingent liabilities	
Contingent staff and other costs	<u>1,213.00</u>
Net assets (D1 + D3 - D2)	8,266.73

The receipts and payments account and statement of assets and liabilities for the year ended 30 June 2024, prepared as outlined under section 42(3) of the Charities Act, are approved and adopted by the management committee on 20/04/2024
signed on its behalf by:-

Authorised Trustee

Colin Lockhart

Oxford Open Centre

Charity Commission No. 288863

THE TRUSTEES ANNUAL REPORT: 01/07/23-30/06/24

Name of the charity: the Oxford Open Centre for the Cambridge Examinations in English as a Foreign Language.

Registration Number: 288863

Registered address of the charity: Office 282, 266 Banbury Road, Oxford OX2 7DL

The governing document of the charity is the constitution that sets out the charity's purposes and how these are to be administered. The Trustees are responsible for the control and management of the charity. A list of Trustees for the financial year 01/07/23-30/06/24 is included.

Names and addresses of the charity's main agents and advisors are as follows:

Examining Board: University of Cambridge ESOL Examinations, 1 Hills Road, Cambridge, CB1 2EU

Banker: Barclays Bank, Witney Branch, West Oxfordshire Group, PO Box 64, Witney, OX8 7BA

Solicitor: Geogina Cheetham, Cole and Cole, Buxton Court, 3 West Way, Oxford, OX2 0SZ

Independent Examiner: Bryan Pereira, Miranda Management and Accountancy Services Ltd, G38 The Triangle Centre Southall UB1 3EJ

Accountant: Bryan Pereira, Miranda Management and Accountancy Services Ltd, G38 The Triangle Centre Southall UB1 3EJ.

The Aims and Organisation of the Charity.

The objects of the charity are the advancement of education of persons studying English as a Foreign Language in Oxford and the surrounding area by the provision of a single agency for the Cambridge Examinations in English as a Foreign Language.

The Charity is responsible for the administration of the examinations according to the regulations of the University of Cambridge Local Examinations Syndicate (UCLES).

The Charity is managed by a committee of trustees composed of representatives from teaching establishments who regularly present significant numbers of candidates for the examinations. It employs a manager to set up and run the examinations. During examination sessions, supervisors, invigilators, and speaking examiners are also employed. The Oxford Open Centre continues to assume responsibility for employing, training and paying speaking examiners, which had previously been organized by UCLES. These costs are shared with other nearby Open Centres that engage the same speaking examiners.

The Charity has no institutional base as the manager works from home.

A summary of the activities undertaken during the year 01/07/23-30/06/24

During the year the Oxford Open Centre was responsible for hosting the examinations for a total of 137 candidates from Oxford and the surrounding areas. The Oxford Open Centre offers four levels of the Main Suite Examinations.

In the December 2023 session, there were:

8 entries at Cambridge First.

39 entries at Cambridge Advanced.

14 entries at Cambridge Proficiency.

In the April 2024 session, there were:

6 entries at Cambridge First.

12 entries at Cambridge Advanced.

In the May 2024 session, there were:

4 entries at Cambridge Preliminary for Schools.

3 entries at Cambridge First for Schools.

In the June 2024 sessions, there were:

2 entries at Cambridge Key for Schools.

13 entries at Cambridge Preliminary for Schools.

21 entries at Cambridge First for Schools.

3 entries at Cambridge First.

12 entries at Cambridge Advanced.

All the exam sessions ran smoothly. Oxford English Centre and St Clare's College were used as the venues for most adult examinations, for Schools exams were held at various locations.

The Oxford Open Centre has maintained close scrutiny of its finances at the same time as maintaining an efficient and secure examination provision service for candidates.

Trustees to the Oxford Open Centre

Ms Rosa Lucia, Oxford School of English, 14 Friars Entry, Oxford, OX1 2BZ Mr

Colin Lockhart, 6 Pattison Place, Oxford, OX4 4UA

Oxford Open Centre

Charity Commission No. 288863

Independent Examiner's report on the Accounts Year ended 30 June 2024

Respective responsibilities of trustees and examiners

As the charity's trustees, you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently, I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention other than that disclosed below, which gives me reasonable cause to believe that in any material respect the requirements:

to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations

to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations have not been met, or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Bryan Pereira
Miranda Management and Accounting Services Ltd
G38 The Triangle Centre
Southall UB1 3EJ

Dated :14th April 2025

Accounts

Oxford Open Centre

Charity Commission No. 288863

Receipts & Payments Accounts—for the year ended 30 June 2023
(unrestricted funds)

<u>Receipts</u>	2023	2022
Voluntary sources		
Trading Activities:		
Examination entry fees	27615.78	29060.00
Government covid Grants		5,600.00
Income from assets:		...
Deposit account interest	0.00	0.00
Total Receipts (A)	27615.78	34,660.00
Payments		
Direct charitable expenditure:		
UCLES fees	15507.71	14165.03
Accommodation/equipment & invigilation		
Staff cost	9413.40	5405.07
Management/Administration:		
Office expenses	522.97	539.75
Pension	175.00	1288.25
Liability insurance	818.29	579.70
Professional fees		
Software charges	900.00	185.00
Total Payments (B)	27337.37	32162.81
Surplus / Defecit Cash Surplus/defecit (A1 - A2)	278.41	2497.19
Cash funds last year	7510.90	5013.71
Cash funds this year (A1 - A2 + A3)	7232.49	7510.90

Oxford Open Centre

Charity Commission No. 288863

Statement of Assets and Liabilities as at 30 June 2023

Cash funds	
Bank current account	3079.27
Bank deposit account	4153.22
Total.	7232.49

Other Monetary Assets

Debtors	
Assets retained for charity's use	
Office & computer equipment	
Value brought forward	34.00
Additions	
Less: provision for depreciation	9.00
Value carried forward	25.00
Total assets	7257.49

Liabilities

Contingent liabilities	
Contingent staff and other costs	<u>1072.37</u>
Net assets (D1 + D3 - D2)	6185.12

The receipts and payments account and statement of assets and liabilities for the year ended 30 June 2023, prepared as outlined under section 42(3) of the Charities Act, are approved and adopted by the management committee on 20/04/2023
signed on its behalf by:-

Authorised Trustee

Oxford Open Centre

Charity Commission No. 288863

THE TRUSTEES ANNUAL REPORT: 01/07/22-30/06/23

Name of the charity: the Oxford Open Centre for the Cambridge Examinations in English as a Foreign Language.

Registration Number: **288863**

Registered address of the charity: Office 282, 266 Banbury Road, Oxford OX2 7DL

The governing document of the charity is the constitution that sets out the charity's purposes and how these are to be administered. The Trustees are responsible for the control and management of the charity. A list of Trustees for the financial year 01/07/22-30/06/23 is included.

Names and addresses of the charity's main agents and advisors are as follows:

Examining Board: University of Cambridge ESOL Examinations, 1 Hills Road, Cambridge, CB1 2EU

Banker: Barclays Bank, Witney Branch, West Oxfordshire Group, PO Box 64, Witney, OX8 7BA

Solicitor: Geogina Cheetham, Cole and Cole, Buxton Court, 3 West Way, Oxford, OX2 0SZ

Independent Examiner: Bryan Pereira, Miranda Management and Accountancy Services Ltd, G38 The Triangle Centre Southall UB1 3EJ

Accountant: Bryan Pereira, Miranda Management and Accountancy Services Ltd, G38 The Triangle Centre Southall UB1 3EJ.

The Aims and Organisation of the Charity.

The objects of the charity are the advancement of education of persons studying English as a Foreign Language in Oxford and the surrounding area by the provision of a single agency for the Cambridge Examinations in English as a Foreign Language.

The Charity is responsible for the administration of the examinations according to the regulations of the University of Cambridge Local Examinations Syndicate (UCLES).

The Charity is managed by a committee of trustees composed of representatives from teaching establishments who regularly present significant numbers of candidates for the examinations. It employs a manager to set up and run the examinations. It employs a manager to set up and run the examination. During the examination periods supervisors and invigilators are also employed.

Also, from January 2023, the Oxford Open Centre had to assume responsibility for employing, training, and paying speaking examiners which had previously been organized by UCLES. These costs would hopefully be shared with other nearby Open Centre's that used the same speaking examiners.

The Charity has no institutional base as the manager works from home.

A summary of the activities undertaken during the year 01/07/22-30/06/23

During the year the Oxford Open Centre was responsible for hosting the examinations for a total of 145 candidates from Oxford and the surrounding areas. The Oxford Open Centre offers four levels of the Main Suite Examinations.

In the December 2022 session, there were:

9 entries at Cambridge First.

45 entries at Cambridge Advanced.

7 entries at Cambridge Proficiency .

In the March 2023 session, there were:

9 entries at Cambridge First.

14 entries at Cambridge Advanced.

In the May 2023 session, there were:

0 entries

In the June 2022 sessions, there were:

8 entries at Cambridge Preliminary for Schools.

20 entries at Cambridge First for Schools.

4 entries at Cambridge First.

24 entries at Cambridge Advanced.

10 entries at Cambridge Proficiency.

All the exam sessions ran smoothly. Oxford School of English were used as the venue for all the examinations. The Oxford Open Centre has maintained close scrutiny of its finances at the same time as maintaining an efficient and secure examination provision service for candidates.

Trustees to the Oxford Open Centre

Ms Rosa Lucia, Oxford School of English, 4th Floor Clarendon House, Shoe Lane, Oxford OX1 2DP

Mr Colin Lockhart, 6 Pattison Place, Oxford, OX4 4UA

Oxford Open Centre

Charity Commission No. 288863

Independent Examiner's report on the Accounts Year ended 30 June 2023

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention other than that disclosed below, which gives me reasonable cause to believe that in any material respect the requirements:

to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations

to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations have not been met, or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Bryan Pereira
Miranda Management and Accounting Services Ltd
G38 The Triangle Centre
SouthallUB1 3EJ

Dated :21th April 2024

Accounts

Oxford Open Centre

Charity Commission No. 288863

Receipts & Payments Accounts—for the year ended 30 June 2022
(unrestricted funds)

<u>Receipts</u>	2022	2021
Voluntary sources		
Trading Activities:		
Examination entry fees	29060.00	18,915.00
Government covid Grants	5,600.00	17,399.56
Income from assets:		...
Deposit account interest	0.00	0.10
Total Receipts (A)	34,660.00	36,314.56
Payments		
Direct charitable expenditure:		
UCLES fees	14165.03	12,795.50
Accommodation/equipment & invigilation		
Staff cost	15405.07	25,265.83
Management/Administration:		
Office expenses	539.75	468.00
Payee Tax	1288.25	1,281.73
Liability insurance	579.70	1,033.34
Professional fees		
Software charges	185.00	495.00
Total Payments (B)	32162.81	41,340.40
Surplus / Defecit Cash Surplus/defecit (A1 - A2)	2497.19	-5025.84
Cash funds last year	5013.71	10,039.55
Cash funds this year (A1 - A2 + A3)	7510.90	5,013.71

Oxford Open Centre

Charity Commission No. 288863

Statement of Assets and Liabilities as at 30 June 2022

Cash funds	
Bank current account	4227.65
Bank deposit account	<u>3283.25</u>
	7510.90
	Total.

Other Monetary Assets

Debtors	
Assets retained for charity's use	
Office & computer equipment	
Value brought forward	46
Additions	
Less: provision for depreciation	12
Value carried forward	34
Total assets	7544.90

Liabilities

Contingent liabilities	
Contingent staff and other costs	<u>1580.00</u>
Net assets (D1 + D3 - D2)	5964.90

The receipts and payments account and statement of assets and liabilities for the year ended 30 June 2023, prepared as outlined under section 42(3) of the Charities Act, are approved and adopted by the management committee on 20/04/2023
signed on its behalf by:-

Colin Lockhart

Authorised Trustee

Oxford Open Centre

Charity Commission No. 288863

THE TRUSTEES ANNUAL REPORT: 01/07/21-30/06/22

Name of the charity: the Oxford Open Centre for the Cambridge Examinations in English as a Foreign Language.

Registration Number: **288863**

Registered address of the charity: Office 282, 266 Banbury Road, Oxford OX2 7DL

The governing document of the charity is the constitution that sets out the charity's purposes and how these are to be administered. The Trustees are responsible for the control and management of the charity. A list of Trustees for the financial year 01/07/21-30/06/22 is included.

Names and addresses of the charity's main agents and advisors are as follows:

Examining Board: University of Cambridge ESOL Examinations, 1 Hills Road, Cambridge, CB1 2EU

Banker: Barclays Bank, Witney Branch, West Oxfordshire Group, PO Box 64, Witney, OX8 7BA

Solicitor: Geogina Cheetham, Cole and Cole, Buxton Court, 3 West Way, Oxford, OX2 0SZ

Independent Examiner: Bryan Pereira, Miranda Management and Accountancy Services Ltd, G38 The Triangle Centre Southall UB1 3EJ

Accountant: Bryan Pereira, Miranda Management and Accountancy Services Ltd, G38 The Triangle Centre Southall UB1 3EJ.

The Aims and Organisation of the Charity.

The objects of the charity are the advancement of education of persons studying English as a Foreign Language in Oxford and the surrounding area by the provision of a single agency for the Cambridge Examinations in English as a Foreign Language.

The Charity is responsible for the administration of the examinations according to the regulations of the University of Cambridge Local Examinations Syndicate (UCLES).

The Charity is managed by a committee of trustees composed of representatives from teaching establishments who regularly present significant numbers of candidates for the examinations. It employs a manager to be in charge of the organisation of the examinations. During the examination periods supervisors and invigilators are also employed. The Charity has no institutional base as the manager works from home.

A summary of the activities undertaken during the year 01/07/21-30/06/22

During the year the Oxford Open Centre was responsible for hosting the examinations for a total of 145 candidates from Oxford and the surrounding areas. The Oxford Open Centre offers four levels of the Main Suite Examinations.

In the December 2021 session, there were:

10 entries at Cambridge First.

36 entries at Cambridge Advanced.

18 entries at Cambridge Proficiency .

In the March 2022 session, there were:

6 entries at Cambridge First.

16 entries at Cambridge Advanced.

In the May 2022 session, there were:

7 entries at Cambridge Advanced.

8 entries at Cambridge Proficiency.

In the June 2022 sessions, there were:

2 entries at Cambridge Preliminary for Schools.

20 entries at Cambridge First for Schools.

4 entries at Cambridge First.

9 entries at Cambridge Advanced.

9 entries at Cambridge Proficiency.

All the exam sessions ran smoothly. Oxford School of English were used as the venue for all the examinations. The Oxford Open Centre has continued close scrutiny of its finances at the same time as maintaining an efficient and secure examination provision service for candidates.

Trustees to the Oxford Open Centre

Ms Rosa Lucia, Oxford School of English, 4th Floor Clarendon House, Shoe Lane, Oxford OX1 2DP

Mr Colin Lockhart, 6 Pattison Place, Oxford, OX4 4UA

Oxford Open Centre

Charity Commission No. 288863

Independent Examiner's report on the Accounts Year ended 30 June 2022

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention other than that disclosed below, which gives me reasonable cause to believe that in any material respect the requirements:

to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations

to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations have not been met, or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Bryan Pereira
Miranda Management and Accounting Services Ltd
G38 The Triangle Centre
Southall UB1 3EJ

Dated :20th April 2023

Accounts

Oxford Open Centre

Charity Commission No. 288863

Receipts & Payments Accounts—for the year ended 30 June 2021
(unrestricted funds)

<u>Receipts</u>	2021	2020
Voluntary sources		
Trading Activities:		
Examination entry fees	18915.00	31,611.29
Government covid Grants	17399.56	
Income from assets:		...
Deposit account interest	0.10	0.00
Total Receipts (A)	36314.56	31,611.29
Payments		
Direct charitable expenditure:		
UCLES fees	12,796.50	11426.25
Accommodation/equipment & invigilation		
Staff cost	25,265.83	18142.00
Management/Administration:		
Office expenses	468.00	
Payee Tax	1281.73	1,873.56
Liability insurance	1,033.34	1,060.93
Professional fees		6,76.00
Sundry/bank charges	495.00	
12.00		
Travel		1,421.00
Total Payments (B)	41340.40	34,611.74
Surplus / Defecit Cash Surplus/defecit (A1 - A2)	-5025.84	-3,000.45
Cash funds last year	10039.55	13,040.00
Cash funds this year (A1 - A2 + A3)	5013.71	10,039.55

Oxford Open Centre

Charity Commission No. 288863

Statement of Assets and Liabilities as at 30 June 2021

Cash funds		
Bank current account		1730.95
Bank deposit account		<u>3282.76</u>
	Total..	5013.71
Other Monetary Assets		
Debtors		
Assets retained for charity's use		
Office & computer equipment		
Value brought forward		62
Additions		
Less provision for depreciation		16
Value carried forward		46
Total assets		4967.71

Liabilities

Contingent liabilities		
Contingent staff and other costs		1890.00
Net assets (D1 + D3 - D2)		2807.71

The receipts and payments account and statement of assets and liabilities for the year ended 30 June 2021, prepared as outlined under section 42(3) of the Charities Act, are approved and adopted by the management committee on 29/04/2022 signed on its behalf by:-

Authorised Trustee

THE TRUSTEES ANNUAL REPORT : 01/07/20-30/06/21

Name of the charity: **the Oxford Open Centre** for the Cambridge Examinations in English as a Foreign Language.

Registration Number: **288863**

Registered address of the charity: Office 282, 266 Banbury Road, Oxford OX2 7DL

The governing document of the charity is the constitution that sets out the charity's purposes and how these are to be administered. The Trustees are responsible for the control and management of the charity. A list of Trustees for the financial year 01/07/19-30/06/20 is included.

Names and addresses of the charity's main agents and advisors are as follows:

Examining Board: University of Cambridge ESOL Examinations, 1 Hills Road, Cambridge, CB1 2EU

Banker: Barclays Bank, Witney Branch, West Oxfordshire Group, PO Box 64, Witney, OX8 7BA

Solicitor: Geogina Cheetham, Cole and Cole, Buxton Court, 3 West Way, Oxford, OX2 0SZ

Independent Examiner: Bryan Pereira, Miranda Management and Accountancy Services Ltd, G38 The Triangle Centre Southall UB1 3EJ

Accountant: Bryan Pereira, Miranda Management and Accountancy Services Ltd, G38 The Triangle Centre Southall UB1 3EJ

The Aims and Organisation of the Charity.

The objects of the charity are the advancement of education of persons studying English as a Foreign Language in Oxford and the surrounding area by the provision of a single agency for the Cambridge Examinations in English as a Foreign Language.

The Charity is responsible for the administration of the examinations according to the regulations of the University of Cambridge Local Examinations Syndicate (UCLES).

The Charity is managed by a committee of trustees composed of representatives from teaching establishments who regularly present significant numbers of candidates for the examinations.

It employs a manager to be in charge of the organisation of the examinations. During the examination periods supervisors and invigilators are also employed. The Charity has no institutional base as the manager works from home.

A summary of the activities undertaken during the year 01/07/20-30/06/21

During the year the Oxford Open Centre was responsible for hosting the examinations for a total of 97 candidates from Oxford and the surrounding areas. The Oxford Open Centre offers four levels of the Main Suite Examinations.

In the December 2020 session, there were:

38 entries at Cambridge Advanced.

The March 2021 session did not run due to Covid-19 restrictions.

In the May 2021 sessions, there were:

23 entries at Cambridge Advanced.

In the June 2021 sessions, there were:

6 entries at Preliminary for Schools.

15 entries at First for Schools.

10 entries at Proficiency.

All the exam sessions ran smoothly. The Oxford English Centre and Oxford School of English were used as the venue for all the examinations. The Oxford Open Centre has continued close scrutiny of its finances at the same time as maintaining an efficient and secure examination provision service for candidates.

Trustees to the Oxford Open Centre

Mr Richard Walton, St Clare's College, 139 Banbury Road, Oxford, OX2 7AL

Ms Rosa Lucia, Oxford School of English, 4th Floor Clarendon House, Shoe Lane, Oxford OX1 2DP

Mr Colin Lockhart, Oxford English Academy, Suite G, Kidlington Centre, Kidlington High Street, OX5 2DL

Oxford Open Centre

Charity Commission No. 288863

Independent Examiner's report on the Accounts Year ended 30 June 2021

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention other than that disclosed below. which gives me reasonable cause to believe that in any material respect the requirements:

to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations

to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

have not been met, or

to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Bryan Pereira

Miranda Management and Accounting Services Ltd

G38 The Triangle Centre

Southall UB1 3EJ

Dated :28th April 2021