

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

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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

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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