

## 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             |
| <b>Total Receipts (A)</b>                        | <b>28,705.00</b> | <b>27,615.78</b> |
| <b>Payments</b>                                  |                  |                  |
| Direct charitable expenditure:                   |                  |                  |
| UCLES fees                                       | 10,888.37        | 15,507.71        |
| Accommodation/equipment & invigilation           |                  |                  |
| Staff cost                                       | 12,534.04        | 9,413.40         |
| <b>Management/Administration:</b>                |                  |                  |
| 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           |
| <b>Total Payments (B)</b>                        | <b>26,027.74</b> | <b>27,337.37</b> |
| 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                               |                 |
| <b>Less:</b> provision for depreciation | 6.00            |
| Value carried forward                   | 19.00           |
| <b>Total assets</b>                     | <b>9,479.73</b> |

#### Liabilities

|                                  |                 |
|----------------------------------|-----------------|
| Contingent liabilities           |                 |
| Contingent staff and other costs | <u>1,213.00</u> |

|                           |                 |
|---------------------------|-----------------|
| Net assets (D1 + D3 - D2) | <b>8,266.73</b> |
|---------------------------|-----------------|

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 :14<sup>th</sup> April 2025