


## APPENDIX 2

|   |                                |                   |      |     |    |                 |                    |  |
|---|--------------------------------|-------------------|------|-----|----|-----------------|--------------------|--|
|  | Enter charity name below       |                   |      |     |    |                 | Enter SC No. below |  |
|   | Oxenfoord International SCIO   |                   |      |     |    |                 | SC 49216           |  |
|   | Receipts and payments accounts |                   |      |     |    |                 |                    |  |
|   | For the period from            | Period start date |      |     | to | Period end date |                    |  |
| Day   |                                | Month             | Year | Day |    | Month           | Year               |  |
| 01  |                                | January           | 2024 | 31  |    | December        | 2024               |  |

| Section A Statement of receipts and payments          |                    |                  |                            |                           |                            |                         |
|---|--------------------|------------------|----------------------------|---------------------------|----------------------------|-------------------------|
|   | Unrestricted funds | Restricted funds | Expendable endowment funds | Permanent endowment funds | Total funds current period | Total funds last period |
|   | to nearest £       | to nearest £     | to nearest £               | to nearest £              | to nearest £               | to nearest £            |
| <b>A1 Receipts</b>                                    |                    |                  |                            |                           |                            |                         |
| Donations   |                    | 8,955            |                            |                           | 8,955                      | 33,950                  |
| Legacies  |                    |                  |                            |                           | - 0                        | - 0                     |
| Grants  |                    |                  |                            |                           | - 0                        | - 0                     |
| Receipts from fundraising activities                  |                    |                  |                            |                           | - 0                        | - 0                     |
| Gross trading receipts                                | 107,035            |                  |                            |                           | 107,035                    | 86,235                  |
| Income from investments other than land and buildings |                    |                  |                            |                           | - 0                        |                         |
| Rents from land & buildings                           |                    |                  |                            |                           | - 0                        | - 0                     |
| Gross receipts from other charitable activities       |                    | 2,010            |                            |                           | 2,010                      | 2,653                   |
|   |                    |                  |                            |                           | - 0                        | - 0                     |
| <b>A1 Sub total</b>                                   | <b>107,035</b>     | <b>10,965</b>    | <b>- 0</b>                 | <b>- 0</b>                | <b>118,000</b>             | <b>122,838</b>          |
| <b>A2 Receipts from asset &amp; investment sales</b>  |                    |                  |                            |                           |                            |                         |
| Proceeds from sale of fixed assets                    |                    |                  |                            |                           | - 0                        |                         |
| Proceeds from sale of investments                     |                    |                  |                            |                           | - 0                        |                         |
| <b>A2 Sub total</b>                                   | <b>- 0</b>         | <b>- 0</b>       | <b>- 0</b>                 | <b>- 0</b>                | <b>- 0</b>                 | <b>- 0</b>              |
| <b>Total receipts</b>                                 | <b>107,035</b>     | <b>10,965</b>    | <b>- 0</b>                 | <b>- 0</b>                | <b>118,000</b>             | <b>122,838</b>          |

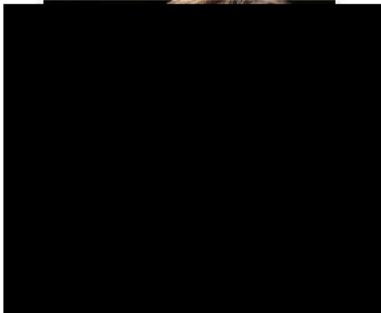
# APPENDIX 2

|   |                |               |            |            |                |                |
|---|----------------|---------------|------------|------------|----------------|----------------|
| <b>A3 Payments</b>  |                |               |            |            |                |                |
| Expenses for fundraising activities                           |                |               |            |            | - 0            |                |
| Gross trading payments  |                |               |            |            | - 0            |                |
| Investment management costs                                   |                |               |            |            | - 0            | - 0            |
| Payments relating directly to charitable activities           | 106,590        |               |            |            | 106,590        | 107,669        |
| Grants and donations  | 760            | 10,965        |            |            | 11,725         | 13,800         |
| Governance costs:   |                |               |            |            | - 0            | - 0            |
| Audit / independent examination                               |                |               |            |            | - 0            | - 0            |
| Preparation of annual accounts                                |                |               |            |            | - 0            | - 0            |
| Legal costs   |                |               |            |            | - 0            | - 0            |
| Other   |                |               |            |            | - 0            | - 0            |
|   |                |               |            |            | - 0            | - 0            |
| <b>A3 Sub total</b>   | <b>107,350</b> | <b>10,965</b> | <b>- 0</b> | <b>- 0</b> | <b>118,315</b> | <b>121,469</b> |
|   |                |               |            |            |                |                |
| <b>A4 Payments relating to asset and investment movements</b> |                |               |            |            |                |                |
| Purchases of fixed assets                                     |                |               |            |            | - 0            |                |
| Purchase of investments                                       |                |               |            |            | - 0            |                |
| <b>A4 Sub total</b>   | <b>- 0</b>     | <b>- 0</b>    | <b>- 0</b> | <b>- 0</b> | <b>- 0</b>     | <b>- 0</b>     |
|   |                |               |            |            |                |                |
| <b>Total payments</b>   | <b>107,350</b> | <b>10,965</b> | <b>- 0</b> | <b>- 0</b> | <b>118,315</b> | <b>121,469</b> |
|   |                |               |            |            |                |                |
| <b>Net receipts / (payments)</b>                              | <b>( 315)</b>  | <b>-</b>      | <b>-</b>   | <b>-</b>   | <b>( 315)</b>  | <b>1,369</b>   |
|   |                |               |            |            |                |                |
| <b>A5 Transfers to / (from) funds</b>                         |                |               |            |            | -              |                |
|   |                |               |            |            |                |                |
| <b>Surplus / (deficit) for year</b>                           | <b>( 315)</b>  | <b>-</b>      | <b>-</b>   | <b>-</b>   | <b>( 315)</b>  | <b>1,369</b>   |
|   |                |               |            |            |                |                |
|   |                |               |            |            |                |                |



OXENFOORD INTERNATIONAL  
SUMMER SCHOOL

# **Oxenfoord International Trustees' Annual Report 2024**



## Objectives and activities

Oxenfoord International Summer School has operated since 1981 and obtained charitable status as Oxenfoord International SCIO in 2019. The organisation's purposes are:

1. To advance, improve, develop and maintain public education in, and appreciation of, the art and technique of music in all its aspects by any means the trustees see fit, principally by providing courses in singing and accompaniment. Access to such education is open to both amateurs and aspiring professionals, with no age limitation.
  - a. To support and nurture musicians who are in the early stages of their career by providing bursaries for such courses.
  - b. To support amateur musicians in enhancing their individual abilities by providing access to professional-level expertise and practices.
2. To raise public awareness of emerging artists by providing performance platforms in a variety of contexts.
3. To further such charitable purpose or purposes as the trustees in their absolute discretion think fit, and in particular through the making of grants and donations.

### Activities:

Through Oxenfoord International SCIO, Artistic Director [REDACTED] leads a team of distinguished tutors and coaches in a week-long summer course for singers and pianists. Bursaries are awarded to students to attend the course; other individuals pay fees for specialist tuition.

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## Structure, governance and management

Oxenfoord International Summer School is a Scottish Charitable Incorporated Organisation (SCIO) and has adopted the standard form of governing rules as approved by OSCR.

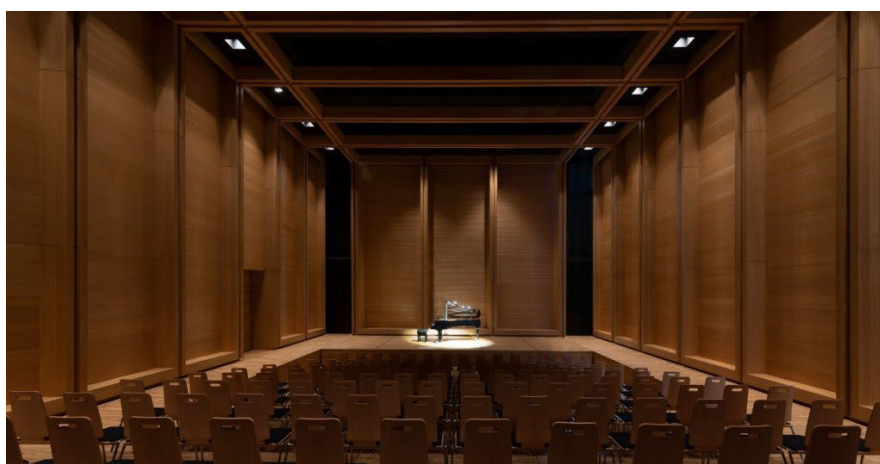
### Trustee recruitment and appointment:

The Board remained stable throughout 2024, and with the retirement of [REDACTED] in October 2024, the Trustees began the recruitment process to appoint new staff members. Applications will close at the beginning of January 2025, followed by a shortlisting and interview process. [REDACTED] kindly agreed to be involved in assisting in handover and ongoing support to The Trustees would like to express thanks to [REDACTED] and [REDACTED] for their many years of dedicated service and for their invaluable support and guidance during the transition to the new management team.

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## Achievements and performance (2024)

- The 2024 summer school took place at Loretto School, Musselburgh, with **127 students** attending (full week, part week, residential and non residential).
- **Bursaries awarded:** £11,775
- The course maintained its tradition of world-class tutors and a varied programme, offering both residential and non-residential places.
- Student feedback again highlighted the high standard of teaching, supportive environment, and excellent performance opportunities.
- The year was marked by a change in course dates overlapping with the Edinburgh Festival, resulting in increased external accommodation costs for staff. This led to a small deficit for the year.
- Income from donations and Gift Aid, as well as other donor support, continued to play a vital role in delivering the course and enabling bursaries. The charity is grateful to all donors for their generosity and support, while noting that some major annual donations have reduced and will further decline in future years.
- **Net underlying result for 2024 was a deficit of £1,814.77** (2023: £1,474.37 surplus), and the **cash position at the end of 2024 was £1,080** (2023: £1,399).
- Expense recording, bursary allocation and course administration were further improved, as noted by the independent examiner.
- **Total donations and Gift Aid:** £18,955 (donations) and £2,010 (Gift Aid), totalling **£20,965**.
- **Gross receipts from course fees:** £107,535.42.
- **Year-end bank funds:** £1,080.11 (main account), plus £6,192.78 (deposits and reserves) = **£7,272.89** available as of January 2025, as referenced in the minutes.
- The Trustees wish to note that, as in previous years, the accounts and this report have been prepared using data and analysis provided by the outgoing General Manager, [REDACTED], whose reporting and financial oversight were reviewed and approved by the Board as a true and accurate record at the January 2025 Trustees' Meeting.



## Independent Examiner's Report

The financial statements for the year ended 31 December 2024 were independently examined by [REDACTED], who confirmed that the charity's financial records were properly maintained and that the accounts present a true and fair view of the charity's financial activities.

The independent examiner's report commended improvements in expense recording, bursary allocation, and the overall transparency and quality of the financial administration. The Trustees acknowledge the support of both the independent examiner and outgoing General Manager in providing clear and accurate financial information, which has formed the basis of this Trustees' Annual Report.

### Financial review

- **Donations:** £18,955
- **Gift Aid:** £2,010
- **Total Donations & Gift Aid:** £20,965
- **Course fees:** £107,535.42
- **Bursaries awarded:** £11,775
- **Net deficit:** £1,814.77
- **Cash position at year end:** £1,080
- **Funds as of January 2025:** £7,272.89 (includes rolled-over student deposits and 2025 venue deposit)

The charity continues to cover costs each year, but reliance on major donations to achieve break-even is not sustainable. The 2024 deficit is due primarily to increased external staff accommodation costs, as well as the reduction in some major annual donations. Trustees continue to explore options for securing increased and regular support from individual donors and grant-making trusts, as well as cost savings.

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### Statement of the charity's policy on reserves

The summer school continues to cover costs each year, but reliance on major donations to achieve break-even is not sustainable. Trustees are considering:

1. Increasing charges to course participants and encouraging further donations (with Gift Aid, where eligible).
2. Reducing costs, potentially by reducing the teaching faculty or external accommodation.

Long-term, the Trustees seek to build a more robust reserves position to support bursaries, venue deposits, and contingency.

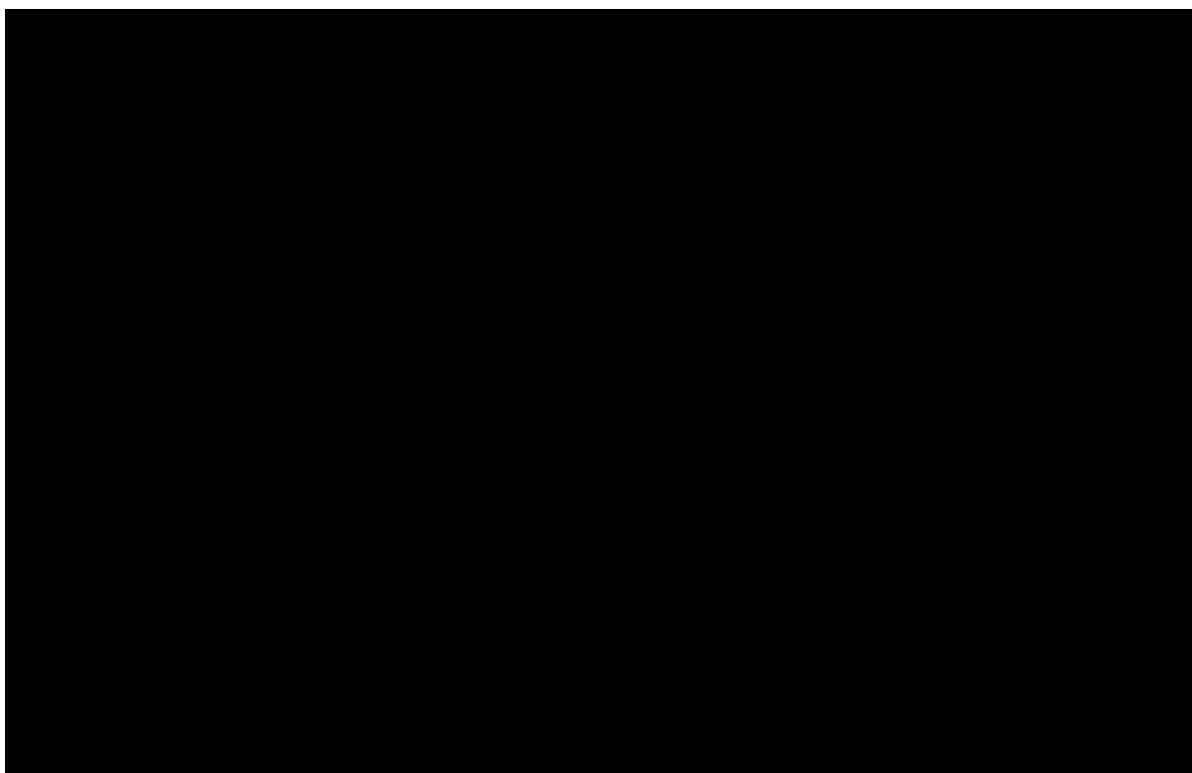
## Details of any deficit

A deficit of **£1,814** was reported in 2024, primarily due to increased costs associated with external accommodation arising from the course's new dates.

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## Future plans

- The 2025 summer school will move to St Andrews, offering potential for growth and new audiences.
  - Trustees will pursue new membership and Friends schemes, as well as further grant funding, to improve financial resilience.
  - Review of the Board structure is ongoing, with a rolling-term system for Trustees to ensure continuity.
  - Ongoing development of working groups to administer bursaries, and renewed focus on outreach, communications and fundraising.
  - Trustees are committed to maintaining the high standard of teaching and access to bursaries, while ensuring long-term sustainability.
- 



## Declaration

Signed on behalf of the charity trustees:

|  |  |
|--|--|
|  |  |
|--|--|

Print name

|  |
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|  |
|--|

Designation

|                 |
|-----------------|
| <i>Chairman</i> |
|-----------------|

Date

|                       |
|-----------------------|
| <i>14th July 2025</i> |
|-----------------------|

## APPENDIX 3



|   |  | Independent examiner's report on the accounts <span style="float: right;">v2</span> |      |    |                 |            |   |
|---|--|---|------|----|-----------------|------------|---|
| <b>Report to the trustees/members of</b><br><br><b>Registered charity number</b><br><br><b>On the accounts of the charity for the period</b><br><br><b>Set out on pages</b> | Charity name   | Oxenfoord International SCIO  |      |    |                 |            |   |
|   | SC   | 49216   |      |    |                 |            |   |
|   | Period start date  |   |      |    | Period end date |            |   |
|   | Day  | Month   | Year |    | Day             | Month      | Year  |
|   | 01   | 01  | 2024 | to | 31              | 12         | 2024  |
|   |  |   |      |    |                 |            | (remember to include the page numbers of additional sheets) |
| <b>Respective responsibilities of trustees and examiner</b><br><br><b>Basis of independent examiner's statement</b>   | <p>The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.</p> <p>My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. 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 seeks explanations from the 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.</p> |   |      |    |                 |            |   |
| <b>Independent examiner's statement</b>   | <p>In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]</p> <ol style="list-style-type: none"> <li>which gives me reasonable cause to believe that in any material respect the requirements: <ul style="list-style-type: none"> <li>to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and</li> <li>to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations</li> </ul> </li> </ol> <p>have not been met, or</p> <ol style="list-style-type: none"> <li>to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</li> </ol>  |   |      |    |                 |            |   |
| <b>Signed**:</b><br><b>Name:</b><br><b>Relevant professional qualification(s) or body (if any):</b><br><b>Address:</b>  |  |   |      |    | <b>Date:</b>    | 10/01/2024 |   |
|   |  |   |      |    |                 |            |   |
|   |  |   |      |    |                 |            |   |
|   |  |   |      |    |                 |            |   |

\*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.

\*\*OSCR will accept digital or typed signatures.

**APPENDIX 3**

**Disclosure section**

Only complete if the examiner needs to highlight material problems.

Give here brief details of  
any items that the  
examiner wishes to  
disclose

None