

REGISTERED CHARITY NUMBER: 1100956

**Report of the Trustees and
Unaudited Financial Statements
for the Year Ended 30 September 2016**

for

Oxford Symposium on Food and Cookery

Sampson West
Chartered Accountants
Mitre House
12-14 Mitre Street
London
EC3A 5BU

Oxford Symposium on Food and Cookery

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for the Year Ended 30 September 2016

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Oxford Symposium on Food and Cookery

Report of the Trustees **for the Year Ended 30 September 2016**

The trustees present their report with the financial statements of the charity for the year ended 30 September 2016. The trustees have elected to prepare the financial statements on a receipts and payments basis under Section 133 of the Charities Act 2011.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1100956

Principal address

c/o Mr D Sutton
The Coach House
22 Eldon Place
Reading
Berkshire
RG1 4ED

Trustees

D Sutton	
C Conran	- resigned 30.9.16
J Tilson	
M Macmillan	- resigned 30.9.16
M McWilliams	
M Mac Con Iomaire	
K Albala	
P Levy	- resigned 30.9.16
C Kaufman	- resigned 30.9.16
W Rubel	
A Dalby	
B Wilson	
F Sinclair	
H McGee	- appointed 1.10.16
N Duguid	- appointed 1.10.16
D Duda	- appointed 1.10.16
D Matchett	- appointed 1.10.16
P Russell	- appointed 1.10.16
U Heinzelmann	- appointed 1.8.16

Independent examiner

Leonard West
Sampson West
Chartered Accountants
Mitre House
12-14 Mitre Street
London
EC3A 5BU

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

Declaration of charitable trust dated 14 March 2003.

Recruitment and appointment of new trustees

Volunteers and nominees are appointed by the board of trustees following discussion and vote at the trustee meetings.

Oxford Symposium on Food and Cookery

Report of the Trustees **for the Year Ended 30 September 2016**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The charity has a simple structure designed to focus Trustees on the furthering of our objects (mainly achieved through publications and the annual Symposium), and fund-raising to support these activities. We therefore have subcommittees composed of Trustees for: Planning; Editing; Friends (fundraising); Social Media; and Website Development.

Prospective Trustees are nominated by incumbent Trustees and are selected by the Trustee board on the basis of their ability to promote the Trust's aims, for instance through substantial inputs of voluntary work to support and promote the Trust. Trustees are selected from attendees of previous Symposia and thus have a good knowledge of the key work currently undertaken by the Trust. No formal training is given; rather it is the addition of the new Trustee's individual understanding of food culture that adds to the general pool of knowledge and experience from which the Trust draws to promote its aims.

Funds are raised under the auspices of our Friends of the Oxford Symposium scheme, initiated in 2011 and now providing funds to support assisted student places, student awards, young chef awards, website development, the digitisation of our past papers as well as the recording of all the sessions (to make them available as videos) and the production of a series of podcasts to reach an even wider audience. We also have a working relationship with an organisation based in the USA called the American Friends of the Oxford Symposium, which supports our objects and was founded to work to further them in the United States, both by fundraising and the possible organisation of complementary events. The American Friends administers a grant (the Cherwell Prize) designed to give a young food historian (of any nationality) the chance to present a paper at the Symposium, which includes a cash award as well as travel and attendance expenses for the Symposium.

Risk management

We have identified financial risk as a low risk and we have adopted the following risk mitigation strategy should the annual Symposium be insufficiently well attended to cover costs. We require payment in full to secure a booking. Early publicity and reminders to our attendees to register in time ensure that we have sufficient funds to cover our costs by the point at which we must make our most significant deposit to the venue (three months in advance). Should numbers be insufficient the Registrar would report this to the Director who would consult with the Trustees and decide whether to cancel the event. Sufficient reserves have always been held to cover the loss of any deposit paid to the venue. The trustees agreed in 2016 to move beyond this towards a position where their general reserve at the end of one year's event would be sufficient to cover all basic costs for the following year. The Symposium takes out public liability insurance over the course of the Symposium itself in order to mitigate any possible risks of injury or other claims against the Symposium and its officers.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The advancement of education in all aspects of food and cooking and the promotion of research into all aspects of those objects for the benefit of the public. In the context of the Trust and its Objects the words food and cookery are to be understood and interpreted in the widest sense.

Oxford Symposium on Food and Cookery

Report of the Trustees **for the Year Ended 30 September 2016**

OBJECTIVES AND ACTIVITIES

Significant activities

- The organisation of an annual Symposium on a specific food-related topic, comprising up to 50 academic papers, open to the public on payment of a nominal fee.
- Access to the Symposium for students at a reduced rate.
- Free attendance at the Symposium for a strictly limited number of students and low/no income applicants offering specific expertise to the Symposium.
- Distribution of summaries of the papers and other relevant information related to the year's topic via the Symposium website.
- The publication of a volume of the papers after the Symposium by a respected specialist publisher, distributed globally.
- Expansion of our web-based and social media activities to serve as a public forum for the broader dissemination of the serious study of food and its history.
- Adding to the number of food and cookery related entries on Wikipedia as well as improving existing ones.

The charitable trust does not have significant grant-making abilities, nor capital to invest. Grant-making and funding for special projects such as digitisation of our past papers is currently supported by a small provision consisting of donations solicited and collected via the Friends of the Oxford Symposium.

Cash awards are not generally granted, other than those within specific schemes proposed by the Friends.

Volunteers make a significant contribution to the running of the charitable trust. Much of the organisation of the annual Symposium is carried out on a voluntary basis. Fund raising is also undertaken by volunteers. The Trustees have been working on building up an ever extending network of sponsors, donors, friends and helpers whose contributions are invaluable to make the symposium an outstanding event in every respect.

Oxford Symposium on Food and Cookery

Report of the Trustees for the Year Ended 30 September 2016

ACHIEVEMENT AND PERFORMANCE

Charitable activities - The Symposium

The Oxford Symposium on Food and Cookery, an independent forum for discussion of the world's foodways in the light of the past as well as the present, is now well into its fourth decade.

The Trustees are particularly pleased to report that during 2016, as in 2014 and 2015, we have seen a widening of our intellectual reach throughout the year as well as at the core weekend itself. This is attributable partly to the on-going digitisation of past papers, now downloadable free of charge thanks to fundraising and project management by the Friends, and achieving many thousands of hits and downloads every month. It is also highly visible through our increased presence on the web via our re-designed website and, particularly, the lively international discussion forum on our Facebook page, where we are now approaching 6,000 followers, many of whom are experts in their fields. Additionally, we have been working on a joint-venture with Wikipedia and the British Library to improve and add to food-related entries on Wikipedia, in particular about women in food.

The 36th annual gathering took place at St. Catherine's College from 8th - 10th July 2016. The year's subject, "Offal: Rejected and Reclaimed Foods", attracted 220 participants (fairly close to the maximum capacity), of whom a sizeable proportion were first-time Symposium attendees. This reach to a new audience can be ascribed, at least in part, to our increasing digital presence particularly on Facebook and Twitter. This year's gathering, as always, included attendees from throughout Europe and more than a dozen other countries including China, Japan, Australia and Russia, and various regions including South East Asia and North and South America.

Once again this year we hosted a Friday afternoon lecture in association with the Jane Grigson Memorial Trust, delivered by Timothy Lang, longstanding and highly regarded Professor of Food Policy at City University London's Centre for Food Policy. He gave a talk titled "Sustainable Diets: an offal good idea but what will it take to get there?" which initiated a lively discussion on the implications of Brexit. Saturday morning's opening plenary address took the form of a panel, chaired by Bee Wilson and including our president Claudia Roden, as well as Regina Sexton, Irish food historian; Merry White, Japan food expert; and Jacob Kenedy, chef and owner of acclaimed London restaurant Bocca di Lupo and well versed in Italian food ways and history. This was followed by a thought provoking talk on "Disgust and Decay as Determinants of Dining" by the famous scholar Paul Rozin. Sunday morning's keynote speaker was MIT's historian and philosopher Ben Wurgaft on "The Ends of Offal: Reflections on Laboratory-Grown Meat".

As in previous years we held a large number of parallel sessions during which a wide array of relevant papers were presented, too numerous to give anything more than a flavour in this report. Gillian Riley showed us offal and extremities in art, Richard Shepro discussed the legal conundrums of foie gras and Jess Fagin explored the blood in British black pudding. Harvard professor Janet Beizer was back with the Harlequin eaters, a secondary market for leftover food in historical Paris, Suffolk-based chef Thom Eagle reported on fermenting vegetable "waste" while Canadian chef and acclaimed author Jennifer McLagan gave an inspiring lesson on how to cook with blood. German historian Volker Bach examined offal as related to the art of the master cook in late medieval and early modern Germany, Ken Albala presented his findings on the history of lung cookery, and Jiang Zhang talked about offal eating and ethnic identity in Asian American literature.

As has become usual, Symposiasts ate well, with meals designed to enhance and enlarge on the thematic discussions, and all produced under the expert guidance of the chef at St Catz, Tim Kelsey. The feast started on Friday night with a bold offal feast presented by Mr Nose-to-Tail-Eating himself, Fergus Henderson of London's St John restaurant. On Saturday, Borough Market and the Oxford Food Bank joined forces to create a delicious vegetarian lunch made from leftovers. Saturday dinner was devised by Jacob Kenedy from Bocca di Lupo, exploring the complex and intricate historical offal dishes of Italy. Sunday's lunch, organised and presented by Elisabeth Luard, centred on the southern French fishermen's historical use of bycatch for an "empty-net" bouillabaisse.

After-dinner activities as usual reinforced and expanded this year's theme with a literary offal exploration by Raymond Sokolov and a highly original demonstration by Amanda Couch of liver divination.

A generous grant from the Julia Child Foundation permitted a greater number of subsidised student places in 2016. Modest fundraising activities over the weekend itself served to further support subsidies for student places, student presentation awards and participation by two young chefs. Suzanne Dunai was the winner of the 2016 Cherwell Food History Studentship. Six student presenters received grants subsidised by the Friends of the Oxford Symposium. Our young chefs, Naomi Kelsey from Oxford, and Oleg Zuev from Ukraine not only assisted with multiple meal preparation shifts in the kitchen but participated with enthusiasm in paper sessions. We are delighted that the Borough Market Trust has joined forces with us to receive and host these young professionals.

Oxford Symposium on Food and Cookery

Report of the Trustees **for the Year Ended 30 September 2016**

ACHIEVEMENT AND PERFORMANCE

Charitable activities - The Symposium (continued)

FINANCIAL REVIEW

Reserves policy

Our reserves continue to meet our agreed minimum of £30,000. In the past, sufficient reserves have always been held to cover the loss of any deposit paid to the venue. The trustees agreed in 2016 to move beyond this towards a position where their general reserve at the end of one year's event would be sufficient to cover all basic costs for the following year.

The charity obtains its funds via payments made for attendance at the Symposium, which is self-funding, and by fundraising. The separate financial report details the total donations received from fundraising. The conduct of the Symposium is core to the realisation of our objectives; hence this is our greatest area of expenditure. The production of our publication (the Proceedings) directly supports and reinforces the impact of the core activity of the Symposium and is a lasting legacy recording the scholarship presented at the Symposium held each year. Its costs are also covered by funds raised via the Symposium itself.

Our funds are sufficient to cover our current activities only. We do not therefore have an investment policy, since there are currently no surplus funds to invest. The funds carried over from year to year are held in a secure bank account, currently a deposit account held with the Co-operative Bank. The Co-operative Bank has a special account designed for charitable organisations which offers modest interest on funds held.

Accounting Year

The Trustees agreed to change the accounting year-end to September (from December), effective from 2014. Our previous year-end was appropriate when the Symposium was held in September; the present year-end is more appropriate for a July Symposium.

Chair

Since the end of the 2015 meeting Trustee Bee Wilson has been Chair of the Symposium, taking over from Paul Levy.

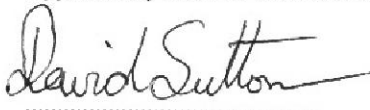
Treasurer

Treasurer Jane Levi reached the end of her second Trustee term in July 2015. Trustee David Sutton agreed to take on the role after her departure from the Board.

Secretary

Fiona Sinclair, a longstanding symposiast, was elected in 2015 to join the Board and to act as Secretary.

Approved by order of the board of trustees on 7 July 2017 and signed on its behalf by:



.....
D Sutton - Trustee

Independent Examiner's Report to the Trustees of
Oxford Symposium on Food and Cookery

I report on the accounts for the year ended 30 September 2016 set out on pages seven to nine.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Leonard West
Sampson West
Chartered Accountants
Mitre House
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London
EC3A 5BU

Date: 11 July 2017

Oxford Symposium on Food and Cookery

Statement of Financial Activities
for the Year Ended 30 September 2016

	Unrestricted fund £	Restricted fund £	Year Ended 30.9.16 Total funds £	Year Ended 30.9.15 Total funds £
INCOMING RESOURCES				
Incoming resources from generated funds				
Voluntary income	-	2,187	2,187	8,927
Investment income	101	-	101	92
Incoming resources from charitable activities				
Symposium	84,320	-	84,320	86,022
Total incoming resources	84,421	2,187	86,608	95,041
 RESOURCES EXPENDED				
Charitable activities				
Symposium & Friends' expenditure	<u>79,610</u>	<u>2,187</u>	<u>85,800</u>	<u>79,840</u>
 NET INCOMING/(OUTGOING) RESOURCES	4,811	(4,003)	808	15,201
 RECONCILIATION OF FUNDS				
Total funds brought forward	<u>46,306</u>	<u>13,021</u>	<u>59,327</u>	<u>44,126</u>
 TOTAL FUNDS CARRIED FORWARD	<u>51,117</u>	<u>9,018</u>	<u>60,135</u>	<u>59,327</u>

The notes form part of these financial statements

Oxford Symposium on Food and Cookery

Balance Sheet
At 30 September 2016

	Unrestricted fund £	Restricted fund £	30.9.16 Total funds £	30.9.15 Total funds £
CURRENT ASSETS				
Cash at bank	<u>51,117</u>	<u>9,018</u>	<u>60,135</u>	<u>59,327</u>
NET CURRENT ASSETS	<u>51,117</u>	<u>9,018</u>	<u>60,135</u>	<u>59,327</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	<u>51,117</u>	<u>9,018</u>	<u>60,135</u>	<u>59,327</u>
NET ASSETS	<u>51,117</u>	<u>9,018</u>	<u>60,135</u>	<u>59,327</u>
FUNDS				
Unrestricted funds			51,117	46,306
Restricted funds			<u>9,018</u>	<u>13,021</u>
TOTAL FUNDS			<u>60,135</u>	<u>59,327</u>

The financial statements were approved by the Board of Trustees on 7 July 2017 and were signed on its behalf by:



.....
D Sutton -Trustee

The notes form part of these financial statements

Oxford Symposium on Food and Cookery

Detailed Statement of Financial Activities
for the Year Ended 30 September 2016

	Year Ended 30.9.16 £	Year Ended 30.9.15 £
INCOMING RESOURCES		
Voluntary income		
Friends' donations	2,187	8,927
Investment income		
Bank account interest	101	92
Incoming resources from charitable activities		
Symposium registration fees	79,174	86,022
Other income	<u>5,146</u>	<u>-</u>
	<u>84,320</u>	<u>86,022</u>
Total incoming resources	86,608	95,041
RESOURCES EXPENDED		
Charitable activities		
Proceedings publication	3,000	4,540
Symposium costs	58,123	61,177
Administrator's fees	8,860	5,237
Website costs	450	414
Bank charges	1,430	1,285
General expenses	1,872	-
Refunded registrations	2,572	2,384
Insurance	190	184
Accountancy	1,693	1,236
Extras and promotions	<u>7,610</u>	<u>3,383</u>
	<u>85,800</u>	<u>79,840</u>
Total resources expended	85,800	79,840
	<hr/>	<hr/>
Net income/(expenditure)	<u>808</u>	<u>15,201</u>