

REGISTERED CHARITY NUMBER: 1100956

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 30 September 2018
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 2018**

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Oxford Symposium on Food and Cookery

Report of the Trustees
for the Year Ended 30 September 2018

The trustees present their report with the financial statements of the charity for the year ended 30 September 2018. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

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	
M McWilliams	- resigned 6.7.18
M Mac Con Iomaire	
K Albala	
C Kaufman	
B Wilson	- resigned 6.7.18
F Sinclair	
H McGee	
N Duguid	
D Duda	
D Matchett	
P Russell	
E Luard	- appointed 1.10.17
Ms U Heinzelmann	
G Ineceli	
J Seaton	- appointed 6.7.18

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 2018

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; Oral History 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 the keynote presentations (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 (formerly the Cherwell Prize, recently renamed the OFS Rising Scholar award) 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, in the longer term, 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. The trustees confirm that they have read the relevant online publications of Charity Commission Guidance, and do not believe that there are any issues of compliance.

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 2018

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.
- Developing a series of podcasts based on and presenting a wide selection of symposium papers and speakers.

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 2018

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 2018, as in previous years, 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 more than 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 38th annual gathering took place at St. Catherine's College from 6th - 8th July 2018. The year's subject, "Seeds", attracted 230 participants (our maximum capacity), of whom almost half 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, Instagram 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. We attracted around 80 paper proposals from all around the world.

Once again this year we hosted a Friday afternoon lecture in association with the Jane Grigson Memorial Trust, delivered by Dr Elinor Berman of the Millenium Seed Bank at the Royal Botanic Gardens at Kew who spoke about "Conservation in Action". This was preceded by a shorter talk by Dr Simon Hiscock, director of the Oxford Botanic Garden, who had given a commented tour of the garden for a large group of symposiasts in the afternoon. Another afternoon offering on our schedule was a Wiki edit-a-thon under the expert guidance of Roberta Wedge, initiator of our Wikipedia involvement. Saturday morning's opening plenary address was given by Dr Asmund Asdal of the Svalbard Global Seed Vault, the Norwegian Nordic Genetic Resource Center. We heard about progress on The Sifter, ex-trustee Barbara Ketcham Wheaton's ongoing project of a database for the digital research with historical manuscripts related to food and cookery. Dr Assaf Distelfeld of Tel Aviv University opened the Sunday programme with an inspiring explanation of "The Wild Side of Wheat", his work on deciphering the wheat genome.

As in previous years we held a large number of parallel sessions during which a wide array of relevant papers was presented, with subjects ranging from acorn eaters in Greek antiquity and the history of the dibble to Neapolitan pastiera and wheatberries in southern Italy. We heard about Native Americans' connections between seeds and ancestors, the centrality of traditional seed in KwaZulu-Natal, South Africa, and we discussed, once again, the myth of the Mediterranean diet.

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 and with the help of the Young Chefs Award recipients. Friday night's Wild East Feast was created and cooked by celebrated author and food researcher Olia Hercules. Saturday lunch saw the long tables decked out with Caravanserai Flatbreads, expertly presented by trustee Naomi Duguid. Saturday's supper was a culinary tribute to our civilization's origins as well as the current upheavals in that region: a biblical banquet, "Seeds of Peace", devised and cooked by chef Moshe Basson of The Eucalyptus Tree restaurant in Jerusalem. After dinner, symposiasts had the opportunity to watch the documentary film "Seeds: Commons or Corporate Property?" as well as work with the renowned Turkish artist Gönül Paksoy. She not only had brought a beautiful collection of her own jewellery but also helped symposiasts to make their own creations using seeds. Sunday lunch, organised by Trustee David Matchett with generous contributions from London's Borough Market, was called "Sou-per Seeded", a culinary exploration of seeds family by gardener and chef team Abi Aspen Glencross and Sadhbh Moore.

A generous grant from the Julia Child Foundation permitted us to continue to offer a greater number of subsidised student places. Modest fundraising activities over the weekend itself served to further support subsidies for student places, student presentation awards and participation by four young chefs. Molly MacVeagh was the winner of the 2018 OFS Rising Scholar Award. Six student presenters received grants subsidised by the Friends of the Oxford Symposium. Our young chefs, Karan Upmanyu from Bangalore in India, Elena Müller from Berlin in Germany, Maria Nehme from the Dublin Institute of Technology in Ireland and Ian Cairns from Los Angeles in the USA, joined Tim Kelsey and the St. Catz team working with the Irish chefs on Friday evening and thereafter joined us in the Symposium's 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 2018

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, in the longer term, 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, which in the year under review were rather lower than usual. 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. In the course of the year, the trustees decided to diversify their holdings of funds by opening a new account with CAF Bank.

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 2017 meeting, Trustee Elisabeth Luard has been Chair of the Symposium, having taken over from Bee Wilson.

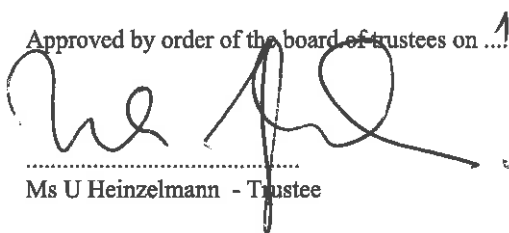
Treasurer

Treasurer David Sutton will reach the end of his second Trustee term in July 2019, having been a trustee since 2013 and Treasurer since 2015. Trustee Jessica Seaton has agreed to take on the role after his departure from the Board.

Secretary

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

Approved by order of the board of trustees on 12 July 2019 and signed on its behalf by:


.....
Ms U Heinzelmann - 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 2018, which are set out on pages seven to eleven.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I have examined your charity's accounts as required under section 145 of the Charities Act 2011 ('the Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. that accounting records were not kept as required by section 130 of the Act; or
2. that the accounts do not accord with those records; or
3. that the accounts do not comply with the accounting requirements of the Act; or
4. that there is further information needed for a proper understanding of the accounts.

Independent examiner's statement

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission I have found no matters that require drawing to your attention.

Leonard West

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

17 July 2019 | 12:20 PM BST

Date:

Oxford Symposium on Food and Cookery**Statement of Financial Activities
for the Year Ended 30 September 2018**

	Notes	Unrestricted fund £	Restricted fund £	30.9.18 Total funds £	30.9.17 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		-	1,375	1,375	4,729
Investment income	2	12	-	12	44
Incoming resources from charitable activities					
Symposium		97,529	-	97,529	101,127
Total incoming resources		97,541	1,375	98,916	105,900
RESOURCES EXPENDED					
Charitable activities					
Symposium		102,432	7,526	109,958	106,263
NET INCOMING/(OUTGOING) RESOURCES		(4,891)	(6,151)	(11,042)	(363)
RECONCILIATION OF FUNDS					
Total funds brought forward		53,621	6,151	59,772	60,135
TOTAL FUNDS CARRIED FORWARD		48,730	-	48,730	59,772

CONTINUING OPERATIONS

All incoming resources and resources expended arise from continuing activities.

The notes form part of these financial statements

Oxford Symposium on Food and Cookery**Balance Sheet**
At 30 September 2018

	Notes	Unrestricted fund £	Restricted fund £	30.9.18 Total funds £	30.9.17 Total funds £
CURRENT ASSETS					
Cash at bank		48,730	-	48,730	61,512
CREDITORS					
Amounts falling due within one year	4	-	-	-	(1,740)
NET CURRENT ASSETS		<u>48,730</u>	<u>-</u>	<u>48,730</u>	<u>59,772</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		48,730	-	48,730	59,772
NET ASSETS		<u>48,730</u>	<u>-</u>	<u>48,730</u>	<u>59,772</u>
FUNDS					
Unrestricted funds	6			48,730	53,621
Restricted funds				-	6,151
TOTAL FUNDS				<u>48,730</u>	<u>59,772</u>

The financial statements were approved by the Board of Trustees on 12 JULY 2019 and were signed on its behalf by:



D Sutton -Trustee

Oxford Symposium on Food and Cookery**Notes to the Financial Statements**
for the Year Ended 30 September 2018**1. ACCOUNTING POLICIES****Accounting convention**

The financial statements have been prepared under the historical cost convention, the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. INVESTMENT INCOME

	30.9.18	30.9.17
	£	£
Bank account interest	12	44
	<u>12</u>	<u>44</u>

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 September 2018 nor for the year ended 30 September 2017.

Trustees' expenses

There were no trustees' expenses paid for the year ended 30 September 2018 nor for the year ended 30 September 2017.

4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30.9.18	30.9.17
	£	£
Bank loans and overdrafts (see note 5)	-	1,739
Trade creditors	-	-
	<u>-</u>	<u>1,739</u>
	<u>-</u>	<u>1,740</u>

5. LOANS

An analysis of the maturity of loans is given below:

	30.9.18	30.9.17
	£	£
Amounts falling due within one year on demand:		
Bank overdraft	-	1,739
	<u>-</u>	<u>1,739</u>

Oxford Symposium on Food and Cookery**Notes to the Financial Statements - continued**
for the Year Ended 30 September 2018**6. MOVEMENT IN FUNDS**

	At 1.10.17 £	Net movement in funds £	At 30.9.18 £
Unrestricted funds			
General fund	53,621	(4,891)	48,730
Restricted funds			
Friends' Fund	6,151	(6,151)	-
TOTAL FUNDS	<u>59,772</u>	<u>(11,042)</u>	<u>48,730</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	97,541	(102,432)	(4,891)
Restricted funds			
Friends' Fund	1,375	(7,526)	(6,151)
TOTAL FUNDS	<u>98,916</u>	<u>(109,958)</u>	<u>(11,042)</u>

Comparatives for movement in funds

	At 1.10.16 £	Net movement in funds £	At 30.9.17 £
Unrestricted Funds			
General fund	51,117	2,504	53,621
Restricted Funds			
Friends' Fund	9,018	(2,867)	6,151
TOTAL FUNDS	<u>60,135</u>	<u>(363)</u>	<u>59,772</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	101,171	(98,667)	2,504
Restricted funds			
Friends' Fund	4,729	(7,596)	(2,867)
TOTAL FUNDS	<u>105,900</u>	<u>(106,263)</u>	<u>(363)</u>

Oxford Symposium on Food and Cookery**Notes to the Financial Statements - continued**
for the Year Ended 30 September 2018**6. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.10.16 £	Net movement in funds £	At 30.9.18 £
Unrestricted funds			
General fund	51,117	(2,387)	48,730
Restricted funds			
Friends' Fund	9,018	(9,018)	-
TOTAL FUNDS	<u>60,135</u>	<u>(11,405)</u>	<u>48,730</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	198,712	(201,099)	(2,387)
Restricted funds			
Friends' Fund	6,104	(15,122)	(9,018)
TOTAL FUNDS	<u>204,816</u>	<u>(216,221)</u>	<u>(11,405)</u>

Oxford Symposium on Food and Cookery**Detailed Statement of Financial Activities**
for the Year Ended 30 September 2018

	30.9.18 £	30.9.17 £
INCOMING RESOURCES		
Voluntary income		
Friends' donations	1,375	4,729
Investment income		
Bank account interest	12	44
Incoming resources from charitable activities		
Symposium registration fees	92,447	97,363
Other income	5,082	3,764
	<u>97,529</u>	<u>101,127</u>
Total incoming resources	98,916	105,900
RESOURCES EXPENDED		
Charitable activities		
Proceedings publication	5,115	5,115
Symposium costs	69,340	69,386
Administrator's fees	9,200	9,626
Website costs	45	24
Bank charges	1,589	1,531
General expenses	933	474
Refunded registrations	4,015	5,527
Insurance	194	190
Accountancy	4,080	3,600
Extras and promotions	12,765	8,248
Printing costs	2,682	2,542
	<u>109,958</u>	<u>106,263</u>
Total resources expended	109,958	106,263
Net expenditure	<u><u>(11,042)</u></u>	<u><u>(363)</u></u>

This page does not form part of the statutory financial statements