

Sarah Lawrence at Oxford
(A company limited by guarantee)

Company Number: 05679963

Charity Number: 1114590

Unaudited Financial Statements

for the year ended

31st July 2019

Wenn Townsend
Chartered Accountants
Oxford

Sarah Lawrence at Oxford

Reference and Administrative Details

Trustees:	C Collins Judd B Parker P Samuel K Singh
Program Director:	G Southcombe
Registered Office:	Wadham College Parks Road Oxford OX1 3PN
Company Number:	05679963
Charity Number:	1114590
Bankers:	Lloyds TSB plc Witney Oxfordshire
Auditors:	Wenn Townsend 30 St Giles' Oxford

Sarah Lawrence at Oxford
Report of the Trustees
for the year ended 31st July 2019

Foreword

The Trustees of Sarah Lawrence at Oxford, who are also the directors of the charity for the purposes of the Companies Act, present their annual report together with the financial statements for the charity for the year ended 31st July 2019.

The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

Structure, Governance and Management

Governing Document

Sarah Lawrence at Oxford is a company limited by guarantee governed by its Memorandum and Articles of Association. It is registered as a charity with the Charity Commission.

Trustees

The names of the Trustees during the year ended 31st July 2019, together with changes subsequent to that date are as follows:-

C Collins Judd
B Parker
P Samuel
K Singh

Trustee Induction and Training

Trustees are briefed on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision making processes, the business plan and recent financial performance of the charity.

Organisation

The Trustees have delegated the day to day running of the Programme to the Programme Director.

Related Parties

The funding for the Sarah Lawrence at Oxford Programme comes from Sarah Lawrence College, in Bronxville, New York, US.

Once it has been decided to admit a student, the policy is to offer financial aid to all students who have demonstrated financial need and to try to fund those students as fully as possible toward enabling them to study at Sarah Lawrence College.

Sarah Lawrence at Oxford

Report of the Trustees (continued) for the year ended 31st July 2019

Objectives and Activities for the Public Benefit

The Object of the Charity as per the governing document is:-

- To promote such educational purposes that are defined as charitable under the law of England.

The charity aims to support a number of students from Sarah Lawrence College, New York, as fully recognised Visiting Students of the University of Oxford, via its affiliation with Wadham College. This is achieved by providing programme participants with:-

- Status as Registered Visiting Students of the University of Oxford.
- A full year academic program.
- Full access to the lectures and libraries of the University.
- Program provided housing.
- Complete social, cultural and academic integration into life at Wadham College.

The Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties.

Achievements and Performance

26 students from leading US liberal arts colleges attended Oxford University and Wadham College, as fully recognised Visiting Students, for the entire academic year.

Financial Review

The results for the year are shown in the income and expenditure account on page 4.

Unrestricted free reserves at the year end were in deficit by £6,150 (2018: £13,845), due to the provision required for the pension scheme noted below. The trustees feel that the charity does not need to hold a targeted level of reserves, as funding for each year is provided by Sarah Lawrence College in the U.S.

Due to updated guidance in 2016 from the USS pension scheme about its pension deficit, and in accordance with the FRS 102 SORP, the charity continues to record a liability based on estimates of future personnel wages and other future conditions. This liability is subject to change and is payable over the next 15 years as a percentage of wages.

Plans for Future Periods

The charity aims to continue with its existing operations as required by Sarah Lawrence College.

This report has been prepared having taken advantage of the small companies' exemption in the Companies Act 2006.

Signed on behalf of the Trustees

P Samuel
Trustee
Sarah Lawrence at Oxford

1st October 2019

Independent Examiner's Report to the Trustees of Sarah Lawrence at Oxford

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st July 2019 which are set out on page 4 to 13.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 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.

Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Deborah Pluck BA FCA
For and on behalf of Wenn Townsend Chartered Accountants
Oxford

1st October 2019

Sarah Lawrence at Oxford

**Statement of Financial Activities
(including income and expenditure account)
for the year ended 31st July 2019**

		Total Unrestricted Funds	
	Note	2019	2018
Income from:			
Charitable activities	2	890,000	735,000
Total income		<u>890,000</u>	<u>735,000</u>
Expenditure on:			
Charitable activities	3	882,305	739,565
Total expenditure		<u>882,305</u>	<u>739,565</u>
Net income/(expenditure)		7,695	(4,565)
Fund balances brought forward at 1st August 2018		<u>(13,845)</u>	<u>(9,280)</u>
Fund balances carried forward at 31st July 2019		<u><u>£ (6,150)</u></u>	<u><u>£ (13,845)</u></u>

All income and expenditure derive from continuing activities.

The statement of financial activities includes all gains and losses recognised during the year.

Sarah Lawrence at Oxford

**Balance Sheet
31st July 2019**

	Note	2019	2018
Current Assets			
Debtors	9	3,930	3,113
Cash at bank and in hand		71,154	16,650
		<u>75,084</u>	<u>19,763</u>
Creditors: Amounts falling due within one year	10	(10,234)	(9,608)
		<u></u>	<u></u>
Net Current Assets		64,850	10,155
		<u></u>	<u></u>
Net Assets excluding Pension Liability		64,850	10,155
		<u></u>	<u></u>
Defined Benefit Pension Liability	13	(71,000)	(24,000)
		<u></u>	<u></u>
Net Liabilities		£ (6,150)	£ (13,845)
		<u><u></u></u>	<u><u></u></u>
Funds			
Unrestricted funds		64,850	10,155
Pension reserve		(71,000)	(24,000)
		<u></u>	<u></u>
Total Funds		£ (6,150)	£ (13,845)
		<u><u></u></u>	<u><u></u></u>

For the year ending 31st July 2019 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

**Approved by the Board of Trustees on 1st October 2019
and signed on its behalf by :**

P Samuel

Director / Trustee

Company number: 05679963

Sarah Lawrence at Oxford

**Statement of Cash Flows
for the year ended 31st July 2019**

Reconciliation of net movement in funds to net cash flow from operating activities

	2019	2018
Net income/(expenditure) for the period	7,695	(4,565)
Adjustments for:		
(Increase)/decrease in debtors	(817)	1,580
Increase/(decrease) in creditors	626	(274)
Increase in pension liability	47,000	-
Net cash provided by operating activities	<u>£ 46,809</u>	<u>£ (3,259)</u>
Change in cash and cash equivalents in the reporting period	54,504	(3,259)
Cash and cash equivalents at the beginning of the reporting period	16,650	19,909
Cash and cash equivalents at the end of the reporting period	<u><u>£ 71,154</u></u>	<u><u>£ 16,650</u></u>

Sarah Lawrence at Oxford
Notes to the Accounts
for the year ended 31st July 2019

1 Summary of significant accounting policies

General information and basis of preparation

Sarah Lawrence at Oxford is a charitable company limited by guarantee in the United Kingdom. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the charity. The address of the registered office is given in the charity information in these financial statements. The nature of the charity's operations and principal activities are detailed in the Trustees' Report.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 as read with the Update Bulletin entitled 'Charities SORP FRS 102 Update Bulletin', published by the Chartered Institute of Public Finance and Accountancy, London, in 2016', the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and have not been designated for other purposes.

Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes costs that can be allocated directly to such activities, and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

**Notes to the Accounts (continued)
for the year ended 31st July 2019**

1 Summary of significant accounting policies (continued)

Support costs allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs and administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity and include project management. The analysis of these costs is included in note 4.

Employee benefits

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

The charity participates in the Universities Superannuation Scheme (the scheme). The scheme is a hybrid pension scheme, providing defined benefits (for all members), as well as defined contribution benefits. The assets of the scheme are held in a separate trustee-administered fund. Because of the mutual nature of the scheme, the scheme's assets are not attributed to individual institutions and a scheme-wide contribution rate is set. The charity is therefore exposed to actuarial risks associated with other institutions' employees and is unable to identify its share of the underlying assets and liabilities of the scheme on a consistent and reasonable basis. As required by Section 28 of FRS 102 "Employee benefits", the charity therefore accounts for the scheme as if it were a wholly defined contribution scheme. As a result, the amount charged to the income and expenditure account represents the contributions payable to the scheme in respect of the accounting period. Since the charity has entered into an agreement (the Recovery Plan) that determines how each employer within the scheme will fund the overall deficit, the charity recognises a liability for the contributions payable that arise from the agreement (to the extent that they relate to the deficit) and the resulting expense is recognised in the income and expenditure account.

Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. There is no indication that the support and funding from Sarah Lawrence College will be withdrawn, and therefore the budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

Critical accounting judgements

FRS 102 makes the distinction between a Group Plan and a multi-employer scheme. A Group Plan consists of a collection of entities under common control typically with a sponsoring employer. A multi-employer scheme is a scheme for entities not under common control and represents (typically) an industry-wide scheme such as that provided by USS. The accounting for a multi-employer scheme where the employer has entered into an agreement with the scheme that determines how the employer will fund a deficit results in the recognition of a liability for the contributions payable that arise from the agreement (to the extent that they relate to the deficit) and the resulting expense is recognised in profit or loss in accordance with section 28 of FRS 102. The trustees are satisfied that the scheme provided by USS meets the definition of a multi-employer scheme and has therefore recognised the discounted fair value of the contractual contributions under the funding plan in existence at the date of approving the financial statements.

Sarah Lawrence at Oxford

**Notes to the Accounts (continued)
for the year ended 31st July 2019**

1 Summary of significant accounting policies (continued)

Key sources of estimation uncertainty

Pension scheme liability

The trustees are required to make assumptions on future staffing levels when calculating the USS pension scheme liability. These are included as best estimates at the date of calculation, but present a significant risk in potentially causing a material adjustment to the balance sheet.

2 Incoming resources

The income of the charity comprises funds transferred from the Sarah Lawrence College at Bronxville, New York, to finance the operations of the Oxford programme.

3 Total resources expended

	Basis of Allocation	Staff Costs	Other Costs	Support Costs	Total 2019	Total 2018
Charitable expenditure						
Programme costs:						
University and college fees	Direct	-	389,461	-	389,461	346,733
Academic activities	Direct	-	27,658	-	27,658	21,132
Hardship fund awards	Direct	-	4,180	-	4,180	6,301
Salaries	Time	212,885	-	-	212,885	159,862
Support costs	Usage	-	-	20,818	20,818	19,576
		£ 212,885	421,299	20,818	655,002	553,604
Housing costs:						
Rent	Direct	-	192,404	-	192,404	159,552
Maintenance	Direct	-	2,869	-	2,869	2,950
Salaries	Time	17,428	-	-	17,428	11,904
Support costs	Usage	-	-	2,449	2,449	2,303
		£ 17,428	195,273	2,449	215,150	176,709
Governance costs:						
Salaries	Time	8,714	-	-	8,714	5,952
Examination fees	Direct	-	2,214	-	2,214	2,148
Support costs	Usage	-	-	1,225	1,225	1,152
		£ 8,714	2,214	1,225	12,153	9,252
Total resources expended		£ 239,027	618,786	24,492	882,305	739,565

Sarah Lawrence at Oxford

**Notes to the Accounts (continued)
for the period ended 31st July 2019**

4 Allocation of support costs

	Charitable - Programme 85%	Charitable - Housing 10%	Governance Costs 5%	Total 2019	Total 2018
Rent of office and cleaning	5,784	681	340	6,805	6,294
Postage, stationery and books	52	6	3	61	300
Equipment	164	19	10	193	526
Travel and subsistence	3,731	439	219	4,389	3,446
Sundry items	479	57	28	564	358
Payroll management costs	4,696	553	276	5,525	5,267
Bookkeeping fees	5,912	695	348	6,955	6,840
	£ 20,818	2,450	1,224	24,492	23,031

5 Staff costs and numbers

	2019	2018
Gross	164,548	153,443
Employer's NI	9,013	7,217
Employer's pension contributions	18,466	17,058
Movement on provision for pension deficit recovery liability	47,000	-
	£ 239,027	£ 177,718
Number of full time employees:	2	2
Number of part-time tutors per term:	37	38

One employee received total employee benefits (excluding employer pension costs) of over £60,000 during the current year (2018: one).

6 Trustees' and key management personnel remuneration and expenses

The Trustees neither received nor waived any remuneration during the year (2018: £Nil).

The total amount of employee benefits (including employer pension costs) received by key management personnel is £85,520 (2018: £80,866). The Trust considers its key management personnel comprise the Trustees and the Programme Director.

The Trustees did not have any expenses reimbursed during the year (2018: £Nil).

Sarah Lawrence at Oxford

**Notes to the Accounts (continued)
for the year ended 31st July 2019**

7 Net resources expended

		2019	2018
Net resources expended are stated after charging:			
Examiner's remuneration	- examination work	£ 2,214	£ 2,148
	- other work	£ 12,480	£ 12,107
		<u>£ 14,694</u>	<u>£ 14,255</u>

8 Taxation

As an Educational Charity the Company is exempt from United Kingdom income tax and corporation tax, as it falls within the various exemptions available to registered charities.

9 Debtors: amounts falling due within one year

	2019	2018
Prepayments and deposits	2,900	3,113
Other debtors	1,030	-
	<u>£ 3,930</u>	<u>£ 3,113</u>

10 Creditors: amounts falling due within one year

	2019	2018
Trade creditors	3,816	3,850
Accruals and deferred income	3,290	3,818
Taxation and social security	2,953	1,940
Other creditors	175	-
	<u>£ 10,234</u>	<u>£ 9,608</u>

11 Leases

At 31st July 2019 total future minimum lease payments under non-cancellable operating leases were as follows:

	Land and buildings	
	2019	2018
Due within one year	£ 234,000	£ 190,000
	<u>£ 234,000</u>	<u>£ 190,000</u>

12 Related party transactions

Aside from the funding received from Sarah Lawrence College detailed in note 2, there were no other related party transactions during the year (2018: £Nil).

**Notes to the Accounts (continued)
for the year ended 31st July 2019**

13 Pension commitments

The charity participates in the Universities Superannuation Scheme (USS), a hybrid pension scheme. The assets of the scheme are held in a separate fund administered by the trustee, Universities Superannuation Scheme Limited. The charity has two active members participating in the scheme.

The pension charge for the year includes £65,466 (2018: £17,058) in relation to the USS. This represents contributions of £18,466 (2018: £17,058) payable in the year, as adjusted by the change in the deficit funding liability of £47,000 (2018: £Nil).

The latest available full actuarial valuation of the scheme was at 31st March 2017 (the valuation date), which was carried out using the projected unit method. The valuation as at 31st March 2018 is underway but not yet completed.

Since the institution cannot identify its share of scheme assets and liabilities, the following disclosures reflect those relevant for the scheme as a whole.

The 2017 valuation was the fourth valuation for USS under the scheme-specific funding regime introduced by the Pensions Act 2004, which requires schemes to adopt a statutory funding objective, which is to have sufficient and appropriate assets to cover their technical provisions. At the valuation date, the value of the assets of the scheme was £60.0 billion and the value of the scheme's technical provisions was £67.5 billion indicating a shortfall of £7.5 billion and a funding ratio of 89%.

The key financial assumptions used in the 2017 valuation are described below. More detail is set out in the Statement of Funding Principles.

Pension increases (CPI)	Term dependent rates in line with the difference between the Fixed Interest and Index Linked yield curves, less 1.3% p.a.
Discount rate (forward rates)	Years 1-10: CPI – 0.53% reducing linearly to CPI – 1.32% Years 11-20: CPI + 2.56% reducing linearly to CPI + 1.7% by year 21 Years 21+: CPI + 1.7%

The main demographic assumption used relates to the mortality assumptions. These assumptions are based on updated analysis of the Scheme's experience carried out as part of the 2017 actuarial valuation. The mortality assumptions used in these figures are as follows:

	2017 Valuation
Mortality base table	Pre-retirement: 71% of AMC00 (duration 0) for males and 112% of AFC00 (duration 0) for females. Post retirement: 96.5% of SAPS S1NMA "light" for males and 101.3% of RFV00 for females.
Future improvements to mortality	CMI_2016 with a smoothing parameter of 8.5 and a long term improvement rate of 1.8% p.a. for males and 1.6% p.a. for females.

Sarah Lawrence at Oxford

**Notes to the Accounts (continued)
for the year ended 31st July 2019**

13 Pension commitments (continued)

The current life expectancies on retirement at age 65 are:

	2019	2018
Males currently aged 65 (years)	24.6	24.5
Females currently aged 65 (years)	26.1	26.0
Males currently aged 45 (years)	26.6	26.5
Females currently aged 45 (years)	27.9	27.8

A new deficit recovery plan was put in place as part of the 2017 valuation, which requires payment of 5% of salaries over the period 1st April 2020 to 30th June 2034. The 2019 pension liability provision reflects this plan. The provision figures have been produced using the following assumptions as at 31st March 2018 and 2019:

	2019	2018
Discount rate	1.6%	2.6%
Pensionable salary growth	nil	nil
Salary inflation	1.5%	1.5%

As a result, a provision of £71,000 has been made at 31st July 2019 (2018: £24,000) for the present value of the estimated future deficit funding element of the contributions payable under this agreement.

A copy of the full actuarial valuation report and other further details on the scheme are available on the USS website.