**REGISTERED CHARITY NUMBER: 1100956**

# Report of the Trustees and Unaudited Financial Statements For The Year Ended 31 December 2011 for Oxford Symposium on Food and Cookery

Sampson West
Chartered Accountants
34 Ely Place
London
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# Oxford Symposium on Food and Cookery

## Contents of the Financial Statements for the Year Ended 31 December 2011


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# Oxford Symposium on Food and Cookery

## Report of the Trustees for the Year Ended 31 December 2011

The trustees present their report with the financial statements of the charity for the year ended 31 December 2011. The trustees have elected to prepare accounts 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 Ms J Levi
101 Bankside Lofts
63 Hopton Street
London
SE1 9JL

**Trustees:**
Caroline Conran
Fuchsia Dunlop (renewed for second term)
Ursula Heinzelmann
Cathy Kaufman
Paul Levy
Jane Levi
Elizabeth Luard
Alicia Rios (renewed for second term)
Helen Saberi
Jake Tilson
Harlan Walker

**Trustee appointments:**
Susan Haddleton
Anissa Helou
Michael Macmillan
William Rubel
Raymond Sokolov

**Trustee resignations and terminations:**
Claudia Roden

**Independent Examiner**
Leonard West
Sampson West
Chartered Accountants
34 Ely Place
London
EC1N 6TD

### 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.

## 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 publication and the annual Symposium), and fund-raising to support these activities. We therefore have sub-committees composed of Trustees for: Planning; Editing; Fundraising 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.

In late 2008 the Trustees created an Advisory Board to assist us as we expand the quality and reach of our programming. This committee, comprised of emeritus Trustees and other long-standing members of our group does not have any voting rights. Rather, membership is an honorary title in acknowledgement of service to the organisation. In 2011, the members were consulted on fundraising and project ideas for the Friends.

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 has been founded to work to further them in the United States, both by fundraising and potentially in future the organisation of complementary Symposia, educational tours and lectures. The American Friends administers a grant, the Cherwell Prize, specifically 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. Trustee Raymond Sokolov is its chair.

### Risk management

In 2011 we reviewed our risks. In consultation with the Society of Authors and following their advice we decided that the previously insured Libel risk was not sufficient to merit the expensive insurance policy (approximately £850 per annum or more than 10% of turnover). This policy was therefore discontinued. The risk will be reviewed on an ongoing basis.

We continue to consider the financial risk of the annual Symposium being insufficiently 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 pay our deposit to the venue (three months in advance). Cancellations are non-refundable less than 6 weeks before the Symposium. Should attendee numbers be insufficient at this stage the Registrar would report this to the Chairman who would consult with the Trustees and decide whether to cancel the event. Sufficient reserves are held to cover any loss of deposit made to the event venue organisation.

## 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.

In 2011 we decided to embellish the organisational structure by forming a "Friends" of the Oxford Symposium, with the specific purpose of fundraising for special, additional projects such as digitising our 30 years of Symposium Proceedings to make them available to the public. Funds raised by the Friends will be separately accounted for and spent only on Friends projects.

## 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 and others on low/no income 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.
- The foundation of a Friends organisation, with the objectives of funding:
  - Digitisation of the Symposium Proceedings of the last 30 years. Thanks to Tom Jaine of Prospect Books having generously released the rights to us, all of the past Proceedings of the Symposium are being made available via Google Books, for free.
  - Grants:
    - The Oxford Symposium Young Chef Award, allowing a chef early in their career to attend the Symposium, and assist our visiting chef in preparation of our dinners.
    - Five student research grants, with an additional award to the best student paper and presentation at the Symposium.
  - Improvements to the underlying technology of the Symposium website.
  - Development of a short film for "Stuffed and Wrapped", 2012.
  - Support for the Mad Hatter's Tea Party in July 2012.

The charitable trust does not have significant grant-making abilities, nor capital to invest. However, as outlined above in 2011 we expanded this capability through founding the Friends, and keep our grant making abilities under review. Cash awards are not granted. Our policy is to consider making a grant for attendance at the Symposium where a candidate has a particularly strong contribution to make to the topic of the year and is in particular financial hardship. Candidates may propose themselves or be proposed by the Chairs of the Symposium or other Trustees; the Chairman's decision is final.

The Trust also helped the associated American Friends' group create a special grant for young scholars (aged 30 or under), which not only provides a cash grant of $1000.00 (USD) as an award but which also underwrite travel to and attendance at the Symposium. The grant was awarded in 2008 for the first time. The American Friends' administer the prize because of the tax advantages this offers to the American donor. However, the Trust set forth the requirements for the prize, which is open to applicants of all nationalities.

Volunteers make a significant contribution to the running of the charitable trust. Much of our administration including is carried out on a voluntary basis with the support of a paid secretariat administrator reporting to the Trsutees. Fund raising is also undertaken by volunteers on an ad hoc basis. In 2011 the American Friends raised some money through sales of commemorative calendars and aprons.

## ACHIEVEMENT AND PERFORMANCE

### Charitable activities

The Symposium
The 2011 Oxford Symposium on Food and Cookery attracted some 220 participants including attendees from more than a dozen countries including China, Japan, Australia and Russia, and the regions of South East Asia, Scandinavia and all the Americas.

Symposiasts assembled in St. Catherine's College on Friday 8th July 2011 to discuss 'Celebrations', a reflection of the Symposium's own 30th anniversary year. The Friday keynote address - delivered this year for the first time in association with The Jane Grigson Trust - was provided by Professor Richard Wrangham, author of *Catching Fire*: *How Cooking Made Us Human*. The event was followed by a dinner under the supervision of scholar-chef Shaun Hill of the Walnut Tree in Abergavenny. Plenary session highlights of the weekend included Saturday's scene-setting address by Jane Kramer, political correspondent in Europe of the New Yorker, while illuminating and entertaining reflections on the celebratory nature of the original symposia were provided by Dr. Oswyn Murray, author of *The Oxford History of the Classical World*.

To mark our first 30 years and enable us to raise funds for specific projects which cannot be funded through the Symposium subscriptions, a new Friends organisation was formed. 30 of our veteran Symposiasts contributed recipes and stories to Celebrations, a publication designed by artist and food-writer Jake Tilson and edited by publisher and original Symposiast Jill Norman. The Golden Bottle Trust donated £1,000 and enough additional sponsorship was made available by the Symposium to cover the print-bill, and the book was sold at the Symposium and afterwards through the website.

Participants were also encouraged to make donations by becoming 'Friends' of the Symposium, an initiative spearheaded by Trustees Elisabeth Luard and William Rubel, which asked Symposiasts to donate at whichever defined tier suited them. This will become an annual effort, and the Symposium is going through the process of registering for Gift Aid in order to make the most of the donations from UK residents (though it should be noted that two of the largest donors are based outside the UK). See the box below for a summary of the tiers and the number of Friends at each level:

| Level | Donation Amount | Number of Friends |
|---|---|---|
| Caviar | £5,000 | - |
| Truffle | £2,500 | 1 |
| Turbot | £1,000 | 1* |
| Partridge | £500 | 1 |
| Morel | £250 | - |
| Samphire | £100 | 10 |
| Olive Oil | £50 | 8 |
| Salt & Pepper | £25 | 5 |
| Bread & Butter | £10 | 9 |

* Golden Bottle Trust

The first object of the Friends funds was to digitise (by high quality scanning) the whole set of past Proceedings of the Symposium, and make them available online. The publisher, Tom Jaine of Prospect Books, generously granted rights and permissions to the Symposium to allow this. The Trust has also embarked on a re-design of the website which will facilitate outreach, an important part of our remit, as well as allowing visitors to the site to find out where and how to access past papers and keep in contact with one another through participation on both Facebook and Twitter.

Among the 46 papers presented during the weekend were Andrew Dalby on the feasts and festivals of Ptolemy II of Egypt, Robert Appelbaum on Dining Alone, Jane Levi on Black Banquets and Funerary Feasts, Mairtin Mac Con Iomaire & T. Kellaghan on Vice-regal celebrations in Georgian Dublin, Birgit Ricquier on a Wedding Celebration in Congo-Brazzaville, Priscilla Mary Isin on Celebrating with Sweets in Ottoman Turkey, Alexandra Grigorieva on European Easter Breads, David Sutton on the history of figs as a celebratory fruit, G. Schäfer & S. Weingarten on food and memory in the creation of Jewish identity and Kim Beerden on supernatural celebrations in the ancient Greek world. All papers will, as usual, be published by prospect Books as a set of Proceedings, available in print in mid 2012, with a digital version now made available to the Symposium Trust for upload on to our site for on-line access two years after print publication.

## ACHIEVEMENT AND PERFORMANCE

### Charitable activities

Meals throughout the weekend were designed, as usual, to illuminate the subject under discussion. Saturday included a lunch to mark the anniversary of the Italian Risorgimento and a Mexican feast for the Day of the Dead under the direction of Trustee Caroline Conran. Sunday's lunch, provided by Aglaia Kremezi and associates in Greece, was a pre-Lenten meal in celebration of the Greek Clean Monday.

The weekend was brought to a conclusion by co-chairs Paul Levy and Claudia Roden, with the last word, reflections on the future, contributed by Theodore Zeldin, one of the original convenors of the gathering. The Oxford Symposium is thus entering its fourth decade with confidence and a renewal of our determination to encourage discussion of the history and meaning of food and cookery through electronic means as well as encouraging new participants in the gathering which lies the heart of our activities, the meeting of minds which takes place throughout the weekend itself.

On the organisational front, the Symposium gave a vote of thanks to its long-term administrator, Patsy Iddison, in tribute to all her work as she retired from the position. We have appointed a new administrator, Priscilla White. We also thanked our Editor, Helen Saberi, who has given up the position (although she will, happily, remain as a Trustee). Associate Professor Mark McWilliams, a US-based English professor, has taken over the editorship, supported by a Trustee committee.

## FINANCIAL REVIEW

### Reserves policy

Our policy is to hold reserves of a minimum of £14,000. This is the amount required to ensure solvency in the event of a major disruption to our annual Symposium (including loss of deposit, returned registration fees and incidental expenses).

In future we will build our reserves further to ensure a firm foundation for grant-making. We have not yet had the opportunity to build significant reserves.

The charity obtains its funds via payments made for attendance at the Symposium, which is self-funding via these monies; and 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. Its costs are also covered by funds raised by the Symposium itself. The Proceedings are a lasting legacy recording the scholarship presented at the Symposium held each year.

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.

**ON BEHALF OF THE BOARD:**

.....
Ms E Luard - Trustee

Date: 8 July 2012

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

I report on the accounts for the year ended 31 December 2011 set out on pages seven and eight.

**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 of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required (under Section 145 of the 2011 Act.

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(5b) of the 2011 Act);
- 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.

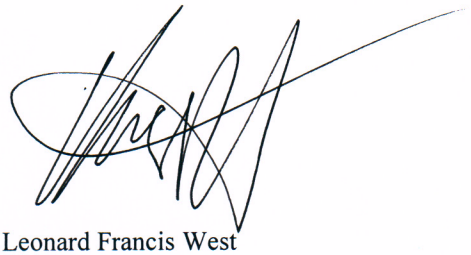
**Independent examiner's statement**
In connection with my examination, no matter has come to my attention:

(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 Act

have 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 Francis West
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Date: 6 July 2012

## Oxford Symposium on Food and Cookery

### Statement of Financial Activities
### for the Year Ended 31 December 2011

| | 31.12.11<br>£ | 31.12.10<br>£ |
|---|---|---|
| **UNRESTRICTED FUNDS** | | |
| **INCOMING RESOURCES** | | |
| **Voluntary income** | | |
| Donations | - | 2,843 |
| **Investment income** | | |
| Bank account interest | 3 | 1 |
| **Incoming resources from charitable activities** | | |
| Symposium fees | 72,964 | 75,058 |
| **Total incoming resources** | 72,967 | 77,902 |
| **RESOURCES EXPENDED** | | |
| **Charitable activities** | | |
| Proceedings publication | 4,500 | 4,565 |
| Symposium costs | 58,347 | 49,852 |
| Administrator's fees | 4,000 | 4,010 |
| Website costs | 689 | 1,395 |
| Bank charges | 1,862 | 1,963 |
| General expenses | 987 | 2,038 |
| Refunded registrations | 2,920 | 1,382 |
| Insurance | 177 | 1,002 |
| Accountancy | 1,305 | - |
| Celebrations handbook | 2,990 | - |
| **Total resources expended** | 77,777 | 66,207 |
| **NET (DECREASE) / INCREASE IN UNRESTRICTED FUNDS** | (4,810) | 11,695 |
| **RESTRICTED FUNDS** | | |
| **INCOMING RESOURCES** | | |
| **Voluntary income** | | |
| Friends scheme donations | 8,618 | - |
| **NET INCREASE IN RESTRICTED FUNDS** | 8,618 | - |

## Oxford Symposium on Food and Cookery

### Balance Sheet
### At 31 December 2011

| | 31.12.11<br>£ | 31.12.10<br>£ |
|---|---|---|
| **CURRENT ASSETS** | | |
| Cash at bank | 31,821 | 28,013 |
| **NET CURRENT ASSETS** | 31,821 | 28,013 |
| **TOTAL ASSETS LESS CURRENT LIABILITIES** | 31,821 | 28,013 |
| **NET ASSETS** | 31,821 | 28,013 |
| **FUNDS** | | |
| Restricted funds | 8,618 | - |
| Unrestricted funds | 23,203 | 28,013 |
| **TOTAL FUNDS** | 31,821 | 28,013 |

The financial statements were approved by the Board of Trustees on 6th August 2012 and were signed on its behalf by:

.....
Ms J E Levi -Trustee