

Report of the Trustees and  
Unaudited Financial Statements For The Year Ended  
31 December 2009  
for  
Oxford Symposium on Food and Cookery

Sampson West  
Chartered Accountants  
34 Ely Place  
London  
EC1N 6TD

**Oxford Symposium on Food and Cookery**

**Contents of the Financial Statements  
for the Year Ended 31 December 2009**

	Page
Report of the Trustees	1 to 5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8

**Oxford Symposium on Food and Cookery**

**Report of the Trustees**  
**for the Year Ended 31 December 2009**

The trustees present their report with the financial statements of the charity for the year ended 31 December 2009. The trustees have elected to prepare accounts on a receipts and payments basis under section 42(3) of the Charities Act 1993.

**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**

Carolin Young  
Fuchia Dunlop  
Richard Hosking  
Philip Iddison  
Paul Levy  
Raymond Sokolov  
Bee Wilson  
Susan Friedland  
Alicia Rios

From 01.01.09 to 13.09.09:

Anissa Helou  
Jeremey MacClancy  
Cherry Ripe

Appointed 14.09.09:

Jane Levi  
Ursula Heinzelmann  
Elisabeth Luard  
Helen Saberi

**Independent Examiner**

Mike Sampson  
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.

## Oxford Symposium on Food and Cookery

### Report of the Trustees for the Year Ended 31 December 2009

#### **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 2009 the members assisted us in locating funds to increase the number of assisted places that we can offer, in organising a pre-symposium fundraising event, in inaugurating the first phase of our website upgrade and in helping us define our longer term goals.

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 in future the organisation of complementary Symposia, educational tours and lectures. The American Friends administers a grant 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**

We have identified two potential risks. Both are considered to be low risk, and we have adopted the following risk mitigation strategies:

1. Libel challenge as a result of the content of our Symposia and publication. On the basis of legal advice the Trust has taken out limited liability insurance cover for this risk.
2. Financial risk, 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 pay our deposit to the venue (three months in advance). Should numbers be insufficient the Registrar would report this to the Chairman who would consult with the Trustees and decide 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.

## Oxford Symposium on Food and Cookery

### Report of the Trustees for the Year Ended 31 December 2009

#### **OBJECTIVES AND ACTIVITIES - continued**

##### **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 Trust is working in collaboration with the Ashmolean Museum and other Oxford cultural institutions to create a multi-venue exhibition on food, which is slated for the summer of 2013.
- Our hope is to expand the scope of our website so that it can serve as a public forum for the broader dissemination of the serious study of food & its history.

Still in its infancy, the charitable trust does not have significant grant-making abilities, nor capital to invest. Grant-making is currently supported by a small provision consisting of donations and funds raised by the American Friends of the Oxford Symposium and volunteers. 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 underwrites 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 the organisation of the annual Symposium is carried out on a voluntary basis. Fund raising is also undertaken by volunteers. For example, funds are raised at the Symposium each year via a silent auction and raffle, with prizes donated by members of our community. In 2009 the Advisory Board also organised a fundraising picnic.

The Trustees and Advisory Board have begun to develop a plan for a major fundraising effort that will allow us to not only improve the quality of our core programming but also expand it to include an enhanced website that can serve as an 'electronic symposium.' Towards that end, significant funds were invested this year in order to demonstrate our future potential by successfully inaugurating such efforts to the greatest extent possible. Specifically, we spent money:

1. To make an initial website upgrade, which allowed us to introduce online registration for the first time and which allows for further expansion of the content to include an archive of old papers, etc.
2. To expand the number of 'assisted places' to cover the costs of attendance for guest speakers, chefs, and artists such as Simon Schama, Fergus Henderson, Raymond Blanc and 'jellymongers' Bompas & Parr, whose voluntary contribution of time and talent was deemed significant enough that the Trust felt that it would be inappropriate to charge them an attendance fee.
3. To inaugurate a new 'young chefs' grant,' named for Raymond Blanc, which allows 3 young chefs to come early to the Symposium and work as a volunteer in the kitchen of one of our 'special chefs' (in 2009, with Raymond Blanc at Le Manoir aux Quat' Saisons) and then to attend the symposium weekend.
4. To print commemorative menu cards, thanking our sponsors, as well as documenting the foods and wines offered as an integral part of our educational programme.
5. To pay the film and printing expenses of a professional photographer, who volunteered his services to record the events of the weekend.
6. To offer a modest stipend to an intern, who assisted the Editor in the preparation of the papers for online distribution and publication.

## Oxford Symposium on Food and Cookery

### Report of the Trustees for the Year Ended 31 December 2009

#### **OBJECTIVES AND ACTIVITIES**

##### **Significant activities**

We envisage these expenditures as an investment that will build our profile as we seek additional funding in order to create an endowment necessary to have a modestly paid director, website manager, and administrator, which would enable us to operate on a year-round basis.

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable activities**

###### **The Symposium**

We are proud that the 2009 Symposium, held from 11-13 September at St. Catherine's College, Oxford, was fully subscribed with a waiting list. A record 220 people from over 20 countries participated in the weekend.

We attribute this significant jump in attendance (37.5% higher than in 2008) to the improved calibre of our programme, in particular the emphasis placed on symposium meals as an integral part of our educational content; as well as to the successful implementation of an online registration system, which proved especially good at attracting younger symposiasts as well as foreigners.

Our 2009 theme, 'Food & Language' also proved enticing. Over eighty proposals to present were received, of which forty-two were accepted. The eminent historian Simon Schama delivered the keynote address. Two further sessions of expert panels included leading linguists, anthropologists, editors and authors, who assisted our exploration of the theme's many nuances.

Our 'educational banquets' included a Samuel Pepys inspired feast prepared by Fergus Henderson, which included a traditional baroque 'banqueting course' of music and song, as well as a flammable jelly sculpture by Bompas & Parr, which commemorated the burning of the original St. Paul's during the Great Fire of London. On the Saturday night, Raymond Blanc, together with the senior staff of Le Manoir aux Quat' Saisons and the winners of our inaugural 'Raymond Blanc young chefs' grant', prepared a five-course dinner that paid tribute to the language of French gastronomy. Lunches designed by other symposiasts explored the cuisines of Turkey and Brazil. Award-winning designer Jake Tilson created commemorative menu cards that explained the foods and beverages being served.

Our 'extracurricular' food and art activities included a reading of food-themed poetry led by Australian symposiast Gae Pincus and the creation of a commemorative 'food wall/book' led by Spanish food artists Alicia Rios and Antoni Miralda.

A full report on the Symposium is available at the Symposium's website, [www.oxfordsymposium.org.uk](http://www.oxfordsymposium.org.uk).

##### **Young Chefs' Grant Programme**

Raymond Blanc assisted us in the implementation of a new programme to enable young chefs to participate in the Symposium. Three winners, selected by Mr. Blanc on the basis of an essay, were given free attendance as well as free room and board for the weekend and two days prior to it, during which they had an opportunity to work in the kitchen at Le Manoir aux Quat' Saisons. Winners also received a selection of books.

##### **Website**

A significant upgrade was made to the Symposium website. In addition to cosmetic enhancements, the improvements allow online payment via credit card from anywhere in the world. Other structural enhancements have been made in preparation for further expansion in the future.

##### **The Proceedings**

The volume of the 2008 Proceedings - Vegetables, edited by Susan Friedland, was published by Prospect Books and went on public sale in September 2008 at the Symposium.

##### **Fundraising**

Fundraising efforts, led by former Trustee Cherry Ripe, expanded in 2008, with contributions in kind (food, wine and labour), which allowed us to save money, while improving the quality of our meals as well as to raise funds with a silent auction and raffle.

The Advisory Board, led by Elisabeth Luard, held a popularly attended 'Oxbridge Luncheon', which was especially successful because all food and wine was donated.

Oxford Symposium on Food and Cookery

Report of the Trustees  
for the Year Ended 31 December 2009

**ACHIEVEMENT AND PERFORMANCE - continued**

**Charitable activities**

**Future Initiatives**

Paul Levy and Carolin Young, on behalf of the Trust, continue negotiations with the Ashmolean Museum and other leading cultural institutions in Oxford to create a multi-venue food-themed exhibition, which is now scheduled for summer 2013.

Webmaster Marc Millon and Carolin Young developed an initial plan for the next phase of website expansion, as the next step in creating a business plan.

Carolin Young held meetings with the Northmoor Trust and volunteered at their Children's Food Fair, with a view to creating further Symposium participation at this and other venues aimed at educating children about food.

**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. At this early stage in the development of the Trust we have not 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.

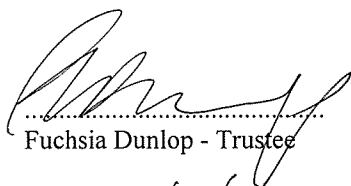
The conduct of the Symposium is core to the realisation of our objectives; hence this is our greatest area of expenditure.

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 via donations, fundraising and the Symposium itself. The Proceedings are a lasting legacy recording the scholarship presented at the Symposium held each year.

The phase 1 upgrade in our website as well as additional expenditure on programming has resulted in a measurable increase in Symposium participation.

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:**

  
.....  
Fuchsia Dunlop - Trustee

Date: 8/11/10 .....

**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 2009 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 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 43 of the 1993 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 43(7)(b) of the 1993 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.

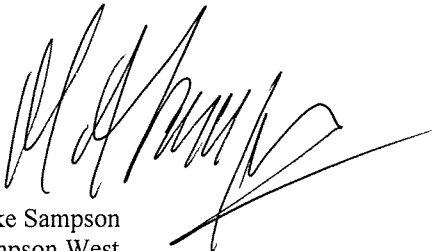
**Independent examiner's statement**

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 41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 1993 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.



Mike Sampson  
Sampson West  
Chartered Accountants  
34 Ely Place  
London  
EC1N 6TD

Date: 4 November 2010



**Oxford Symposium on Food and Cookery**

**Statement of Financial Activities**  
**for the Year Ended 31 December 2009**

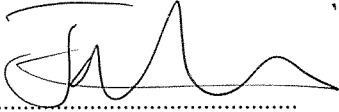
	31.12.09 £	31.12.08 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations	2,482	9,249
<b>Investment income</b>		
Bank account interest	2	657
<b>Incoming resources from charitable activities</b>		
Symposium fees	<u>53,355</u>	<u>43,026</u>
<b>Total incoming resources</b>	55,839	52,932
<b>RESOURCES EXPENDED</b>		
<b>Charitable activities</b>		
Proceedings publication	6,629	6,333
Symposium costs	48,235	29,445
Administrator's fees	4,955	3,000
Website costs	3,157	1,826
Bank charges	993	184
General expenses	2,097	2,714
Refunded registrations	60	646
Insurance	1,001	-
Accountancy	288	-
Extras and promotions	<u>3,043</u>	<u>-</u>
	<u>70,458</u>	<u>44,148</u>
<b>Total resources expended</b>	70,458	44,148
	<u>          </u>	<u>          </u>
<b>Net (expenditure)/income</b>	<u>(14,619)</u>	<u>8,784</u>

Oxford Symposium on Food and Cookery

Balance Sheet  
At 31 December 2009

	Notes	31.12.09 Unrestricted funds £	31.12.08 Total funds £
<b>CURRENT ASSETS</b>			
Cash at bank		<u>16,318</u>	<u>30,937</u>
<b>NET CURRENT ASSETS</b>		<u>16,318</u>	<u>30,937</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>16,318</u>	<u>30,937</u>
<b>NET ASSETS</b>		<u>16,318</u>	<u>30,937</u>
<b>FUNDS</b>	4		
Unrestricted funds		<u>16,318</u>	<u>30,937</u>
<b>TOTAL FUNDS</b>		<u>16,318</u>	<u>30,937</u>

The financial statements were approved by the Board of Trustees on 8th November 2010 and were signed on its behalf by:



.....  
Ms J E Levi -Trustee