

THE OXFORD LITERARY FESTIVAL
(Limited by Guarantee and Registered as a Charity)

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 APRIL 2009

Registered Number 4339438

Charity Number 1128820

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**THE OXFORD LITERARY FESTIVAL
(Limited by Guarantee)**

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 APRIL 2009**

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**THE OXFORD LITERARY FESTIVAL
(Limited by Guarantee)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 APRIL 2009**

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY

Registered Name	The Oxford Literary Festival
Company Number	04339438
Registered Charity Number	1128820
Date of Incorporation	13 December 2001
Registered Office Address	Greyfriars Court Paradise Square Oxford OX1 1BE
Directors and Trustees	J G Harris (Chairman) G Benson B Hardy C I M Jones D J McLaren M R Patten Dame M Richardson N Paladina (resigned 16 September 2008) S J Dunsmore (resigned 4 February 2009) M Eastment (resigned 4 February 2009) A M Prysor-Jones (resigned 4 February 2009)

The directors of the charitable company (the charity) are also its trustees for the purpose of charity law

Secretary	G Benson (appointed 1 January 2009)
Bankers	NatWest Bank 16 Market Place Woodstock Oxon OX20 1TB
Auditor	Critchleys Greyfriars Court Paradise Square Oxford, OX1 1BE

**THE OXFORD LITERARY FESTIVAL
(Limited by Guarantee)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 APRIL 2009 (CONTINUED)**

GOVERNANCE AND MANAGEMENT

Governing Document

The Oxford Literary Festival is a company limited by guarantee and is governed by its Memorandum and Articles of Association. As at 26 March 2009 the company, The Oxford Literary Festival became a charity and is registered with the Charity Commission (registered number 1128820)

Trustees

The Board of Trustees appoint new members of the Board either to fill a casual vacancy or by way of addition to the Board. Particular emphasis is placed upon the appointment of trustees with knowledge and experience relevant to the charity's activities.

Organisational structure and how decisions are made

Day to day administration of the charity is delegated to Sally Dunsmore, as Chief Executive, under the supervision of the Board of Trustees. Decision-making powers are retained by the Trustees and exercised at their regular meetings.

Risk Management

The Trustees have identified the major risks which may affect the charity and have taken reasonable steps to mitigate those risks.

OBJECTIVES AND ACTIVITIES

The objective of the charity is to advance education by promoting and providing opportunities for the appreciation, understanding and enjoyment of literature and the arts, in particular through the promotion and running of a literary festival in Oxford.

The Trustees have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charity Commission.

**THE OXFORD LITERARY FESTIVAL
(Limited by Guarantee)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 APRIL 2009 (CONTINUED)**

ACHIEVEMENTS AND PERFORMANCE

- 1 The 2009 Sunday Times Oxford Literary Festival was widely regarded as the most successful to date. Despite the severity of the economic recession – more tickets were sold than ever before, there were more events and speakers, while media coverage of the Festival was more extensive than in any previous year.
- 2 During the financial year to 30 April 2009, The Oxford Literary Festival was reformed as a charitable company limited by guarantee (Charity Registration Number 1128820), and it subsequently achieved Gift Aid status.
- 3 Sally Dunsmore was appointed as Chief Executive to oversee all aspects of the Festival, and its organisation.
- 4 A number of major initiatives were introduced at the 2009 Festival
 - (a) printed programme was designed, which attracted much praise
 - (b) The Festival Four Colleges supported the Festival by providing venues and accommodation
 - (c) The main speakers' marquee was moved into the Master's Garden at Christ Church – and the bookshop and café spaces in the Meadows' marquees were significantly expanded and enhanced for the general public
- 5 A handsome new Board are extremely grateful to the increasing number of generous sponsors, donors, partners and supporters of the Festival for their help and encouragement. In particular the Board wish to record their appreciation and thanks to
 - (a) The Dean and Governing Body of Christ Church, and all employees of the College for the warm welcome they give to the Festival and the general public each year, the access that is provided to some of the most beautiful and historic rooms and facilities in Oxford, together with the opportunity for Festival-goers to stay in College throughout the week. The Governing Body have also made the Lee Building available to the Festival, to enable elegant and comfortable quarters to be provided to look after and entertain Festival Speakers and guests
 - (b) The Sunday Times for an unprecedented amount of advertising, promotion and coverage of the Festival in the months leading up to the event
 - (c) The large numbers of voluntary staff and helpers during the year – and at the Festival – whose loyalty and dedication are greatly appreciated
- 6 The Festival Board were honoured that The Chancellor of the University of Oxford, Lord Patten, inaugurated the first Chancellor's Lecture at the Sheldonian Theatre, delivered by the eminent Peruvian writer, politician and essayist – Dr Mario Vargas Llosa.
- 7 The first Honorary Fellowship of the Festival was presented to Baroness PD James at a Dinner in the presence of HRH The Duke of Kent.
- 8 The first Wedgwood Lecture, on 'Englishness', was delivered at the University Church by The Archbishop of York, Dr John Sentamu.
- 9 The Bodleian Library launched a prestigious new annual programme with the Festival which will be of enormous significance in the years to come.
- 10 Subsequent to the year-end, a new, interest-free, three-year loan of £100,000 was received.

**THE OXFORD LITERARY FESTIVAL
(Limited by Guarantee)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 APRIL 2009 (CONTINUED)**

FINANCIAL REVIEW

The financial position of the charity is detailed on page 8. Total funds at the year end amount to (£119,863). A three-year loan of £100,000 has been obtained after the year end, this covers most of the deficit arising in the year under review.

Net income generated by each fund for the year is detailed in the statement of financial activities on page 8.

Reserves policy

The Trustees have considered the sustainability of the charity and believe that a minimum reserve of £25,000 should be retained. The company is not yet in a position to achieve this objective.

PLANS FOR THE FUTURE

- 1 The Festival Board plan to run the 2010 Festival for 9 days – covering 2 full weekends for the first time
- 2 Key controversial debates will again be an important feature of the Festival
- 3 Special attention will be given to marketing and promotion to increase the attendance figures, and enhance the quality of experience for Festival-goers
- 4 The Children's Festival is being re-launched under the direction of Nicolette Jones – Children's Editor of The Sunday Times
- 5 For the first time Corpus Christi College will become part of the Festival Site in 2010, and a prestigious programme of speakers' events will be staged at the Sheldonian Theatre
- 6 The Board look forward to strengthening relations with existing sponsors and donors, and to attracting a new generation of partners to support the work of the Festival and the promotion of its national and international profile
- 7 The Board look forward to the involvement of many more University institutions, departments and colleges – so that the Festival will increasingly reflect the exceptional literary traditions of Oxford, as well as the huge output of scholarship, research and learned discourse associated with the University of Oxford each year

**THE OXFORD LITERARY FESTIVAL
(Limited by Guarantee)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 APRIL 2009 (CONTINUED)**

SMALL COMPANY EXEMPTIONS

This report has been prepared in accordance with the small companies regime under the Companies Act 2006

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also directors of The Oxford Literary Festival for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

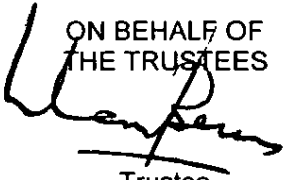
Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year. In preparing the financial statements, the Trustees are required to

- select suitable accounting policies and then apply them consistently
- observe the methods and principles in the Charities SORP
- make judgements and estimates that are reasonable and prudent
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware, there is no relevant audit information of which the charitable company's auditor is unaware, and the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

24 February 2010

ON BEHALF OF
THE TRUSTEES

Trustee

THE OXFORD LITERARY FESTIVAL**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE OXFORD LITERARY FESTIVAL**

We have audited the financial statements of The Oxford Literary Festival for the year ended 30 April 2009 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These accounts have been prepared under the accounting policies set out therein.

This report is made solely to the charity's members, as a body, in accordance with Section 495 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Trustees and Auditor

The Trustees' (who are also the directors of the company for the purposes of company law) responsibilities for preparing the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the charity's financial statements give a true and fair view are set out in the Statement of Trustees' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view, have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and have been prepared in accordance with the Companies Act 2006. We also report to you whether, in our opinion, the information given in the Report of the Trustees is consistent with those financial statements.

In addition we report to you if, in our opinion, the charity has not kept adequate accounting records, if the charity's financial statements are not in agreement with the accounting records and returns, if we have not received all the information and explanations we require for our audit, or if certain disclosures of Trustees' remuneration specified by law are not made.

We read the Report of the Trustees and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of Audit Opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

THE OXFORD LITERARY FESTIVAL

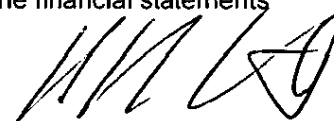
**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE OXFORD LITERARY FESTIVAL
(CONTINUED)**

Opinion

In our opinion

- the financial statements give a true and fair view of the state of the charity's affairs as at 30 April 2009 and of its incoming resources and application of resources, including its income and expenditure for the year then ended,
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice,
- the financial statements have been prepared in accordance with the Companies Act 2006, and
- the information given in the Trustees' report is consistent with the financial statements

Oxford
25 February 2010



Robert Kirtland (Senior Statutory Auditor)
for and on behalf of Critchleys,
Statutory Auditor

THE OXFORD LITERARY FESTIVAL
(Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 APRIL 2009

		Unrestricted Funds £	Total Year Ended 30/04/09 £	Total Year Ended 30/04/08 £
	Note			
INCOMING RESOURCES				
Incoming resources from generated funds				
Voluntary income				
Donations, grants and similar incoming resources	2	137,582	137,582	146,684
Incoming resources from charitable activities				
Other incoming resources	3	186,979	186,979	164,664
		<u>675</u>	<u>675</u>	<u>430</u>
Total incoming resources		<u>325,236</u>	<u>325,236</u>	<u>311,778</u>
RESOURCES EXPENDED				
Cost of generating funds				
Costs of generating voluntary income	4	9,850	9,850	4,750
Cost of charitable activity				
Literary festival and events	4	412,625	412,625	310,350
Governance costs	4	<u>1,985</u>	<u>1,985</u>	<u>4,890</u>
Total resources expended		<u>424,460</u>	<u>424,460</u>	<u>319,990</u>
Net movement in funds		(99,224)	(99,224)	(8,212)
Reconciliation of funds				
Balance brought forward		<u>(20,639)</u>	<u>(20,639)</u>	<u>(12,427)</u>
Funds as at 30 April 2009		<u>(119,863)</u>	<u>(119,863)</u>	<u>(20,639)</u>

The notes on pages 10 to 14 form part of these statements

All activities are continuing. There are no gains or losses other than those recognised through the Statement of Financial Activities.

As a company limited by guarantee a reconciliation of shareholders' funds is not considered appropriate.

**THE OXFORD LITERARY FESTIVAL
(Limited by Guarantee)**

**BALANCE SHEET
AS AT 30 APRIL 2009**

	Note	£	30/04/09 £	30/04/08 £
Fixed assets				
Tangible assets	7		171	228
Current assets				
Debtors	8	158,887	104,518	
Cash at bank and in hand		<u>11,000</u>	<u>66,454</u>	
		169,887	170,972	
Current liabilities				
Creditors amounts falling due within one year	9	<u>(241,921)</u>	<u>(143,839)</u>	
Net current (liabilities)/assets			<u>(72,034)</u>	<u>27,133</u>
Total assets less current liabilities			(71,863)	27,361
Creditors amounts falling due after more than one year	10		<u>(48,000)</u>	<u>(48,000)</u>
Net liabilities			<u>(119,863)</u>	<u>(20,639)</u>
Funds				
Unrestricted			<u>(119,863)</u>	<u>(20,639)</u>
Total funds			<u>(119,863)</u>	<u>(20,639)</u>

The financial statements have been prepared in accordance with provisions applicable to companies subject to the small companies regime under the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

These accounts were approved and authorised for issue by the Board of Trustees on *24 February 2010* and signed on their behalf by

 Member of the Board of Trustees

The notes on pages 10 to 14 form part of these accounts

**THE OXFORD LITERARY FESTIVAL
(Limited by Guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 APRIL 2009**

1. ACCOUNTING POLICIES

a) Basis of preparation

The accounts are prepared under the historical cost convention, with the exception of investments which are included at market value. The accounts are prepared in accordance with the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities (issued in 2005) and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

b) Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

(i) Donations and grants

Income from donations and grants is included in incoming resources when these are receivable, except as follows:

- When donors specify that donations and grants given to charity must be used in future accounting periods, the income is deferred until those periods.
- When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.

(ii) Incoming resources from charitable activities are accounted for when they are earned

c) Resources expended

Resources expended are included in the statement of financial activities on an accruals basis, inclusive of any VAT which cannot be recovered and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both 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.

All costs are allocated between expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly:

d) Fund accounting

The only funds held by the charity are unrestricted general funds, being those which can be used in accordance with its charitable objects at the discretion of the Trustees.

**THE OXFORD LITERARY FESTIVAL
(Limited by Guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 APRIL 2009 (CONTINUED)**

1. ACCOUNTING POLICIES (continued)

e) Tangible fixed assets and depreciation

Fixed assets are stated at cost less accumulated depreciation. The costs of minor additions are not capitalised.

Depreciation is provided on the following basis:

Office equipment - 25% reducing balance

f) Going concern

These financial statements have been prepared on a going concern basis as the charity has received assurances from a creditor that they do not intend to seek repayment of the £64,000 loan balance due to them for a period of at least 12 months from the approval of the accounts by the Trustees. In addition to this, a further interest-free, three year loan of £100,000 has been received from another source since 30 April 2009.

2. DONATIONS, GRANTS AND SIMILAR INCOMING RESOURCES

	Year ended 30/04/09 £	Year ended 30/04/08 £
Arts Council of England	33,000	30,000
Blackwells	12,000	12,000
Cox & Kings	16,168	15,000
Purcell Miller Tritton	10,000	10,000
Richmond Towers	-	8,334
SACLA	-	16,666
Sunday Times	30,000	30,000
Other donations	<u>36,414</u>	<u>24,684</u>
	<u>137,582</u>	<u>146,684</u>

3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Year ended 30/04/09 £	Year ended 30/04/08 £
Literary festival and events		
Ticket sales (net of commission)	138,280	124,106
Writing courses	21,203	22,450
Commissions receivable	13,354	10,156
Advertising	4,942	7,952
Marquee contribution	<u>9,200</u>	<u>-</u>
	<u>186,979</u>	<u>164,664</u>

THE OXFORD LITERARY FESTIVAL LIMITED
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 APRIL 2009 (CONTINUED)

4. RESOURCES EXPENDED

	Charitable Activity: Running a Literary Festival and Related Events			Total Year ended 30/04/09 £	Total Year ended 30/04/08 £
	Cost of Generating Funds £	Governance Costs £			
Director's remuneration	-	-	-	-	25,000
Staff costs	-	35,823	-	35,823	10,410
Employer's NI contributions	-	3,149	-	3,149	2,873
Administrative assistance	-	2,000	-	2,000	1,700
Sponsorship commission	9,850	-	-	9,850	4,750
Authors and speakers' fees and travel	-	78,040	-	78,040	57,396
Venue costs and equipment hire	-	175,239	-	175,239	139,152
Event running costs	-	39,509	-	39,509	20,429
Insurance	-	1,486	-	1,486	4,028
Postage and stationery	-	1,778	-	1,778	1,855
Advertising	-	16,021	-	16,021	16,734
Telephone and fax	-	341	-	341	1,717
Printing	-	18,180	-	18,180	19,353
Travelling and subsistence	-	48,317	-	48,317	19,159
Audit and accountancy	-	-	1,232	1,232	1,390
Bank charges	-	-	355	355	-
Book-keeping	-	-	398	398	3,500
Office running costs	-	3,078	-	3,078	248
Sundry expense	-	1,111	-	1,111	999
Depreciation of office equipment	-	57	-	57	76
	<u>9,850</u>	<u>412,625</u>	<u>1,985</u>	<u>424,460</u>	<u>319,990</u>

5. NET (OUTGOING) RESOURCES

Net (outgoing) resources are stated after charging the following

	Year ended 30/04/09 £	Year ended 30/04/08 £
Trustees' expenses reimbursed	606	-
Depreciation	57	76
Auditor's remuneration	<u>-</u>	<u>1,390</u>

THE OXFORD LITERARY FESTIVAL
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 APRIL 2009 (CONTINUED)

6. STAFF COSTS

	Year ended 30/04/09 £	Year ended 30/04/08 £
Salaries and wages	25,000	25,000
Social security costs	<u>2,468</u>	<u>2,504</u>
	<u>27,468</u>	<u>27,504</u>

No employee earned £60,000 or more per annum in either of the above periods

The average number of full-time equivalent employees (including casual and part-time staff) during the year was 2 (2008 2)

No Trustees received any remuneration during the period (2008 £NIL)

Four trustees were reimbursed a total of £606 for travel and subsistence expenses

7. FIXED ASSETS

	Office Equipment £
Cost	
As of 1 May 2008	1,536
Additions	<u>-</u>
As at 30 April 2009	<u>1,536</u>
Depreciation	
As of 1 May 2008	1,308
Charge for the year	<u>57</u>
As at 30 April 2009	<u>1,365</u>
Net book value	
At 30 April 2009	<u>171</u>
At 30 April 2008	<u>228</u>

8. DEBTORS

	30/04/09 £	30/04/08 £
Trade debtors	-	16,000
Prepayments and accrued income	<u>158,887</u>	<u>88,518</u>
	<u>158,887</u>	<u>104,518</u>

**THE OXFORD LITERARY FESTIVAL
(Limited by Guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 APRIL 2009 (CONTINUED)**

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	30/04/09	30/04/08
	£	£
Other loans	16,000	16,000
Trade creditors	213,483	64,460
Owed to the Oxford Literary Charitable Trust	-	1,468
Taxes and social security	18	16,234
Owed to Directors	20	5,419
Accruals	<u>12,400</u>	<u>40,258</u>
	<u>241,921</u>	<u>143,839</u>

10. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	30/04/09	30/04/08
	£	£
Other loans	<u>48,000</u>	<u>48,000</u>

11. MEMBERS' LIABILITY

Every Trustee undertakes to contribute to the assets of the charity in the event of it being wound up while he or she is a member or within one year after he or she ceases to be a member, an amount not exceeding £1

The total amount of such guarantees at 30 April 2009 was £6 (2008 £10)