

Charity registration number 1128820

Company registration number 4339438 (England and Wales)

THE OXFORD LITERARY FESTIVAL
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2022

THE OXFORD LITERARY FESTIVAL

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Y Alibhai-Brown	(Appointed 7 December 2021)
	C A Allan K Farquhar-Thomson A J M Lowther-Pinkerton	(Appointed 7 December 2021)
	B G E Okri P T R Simons J M Severn	(Appointed 14 September 2022)
Charity number	1128820	
Company number	4339438	
Registered office	C/O Critchleys LLP Beaver House 23-38 Hythe Bridge Street Oxford OX1 2EP	
Independent examiner	Critchleys Audit LLP Beaver House 23-38 Hythe Bridge Street Oxford OX1 2EP	
Bankers	HSBC Bank PLC 8 Canada Square London E14 5HQ	

THE OXFORD LITERARY FESTIVAL

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THE OXFORD LITERARY FESTIVAL

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 30 JUNE 2022

The Trustees present their annual report and financial statements for the year ended 30 June 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's governing document, the Companies Act 2006 and "Accounting and 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)" (effective 1 January 2019).

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 paid due regard to guidance issued by the Charity Commission in deciding what activities the Charity should undertake.

Achievements and performance

To mark the Festival's 25th Anniversary:

1. In the autumn of 2022 the Festival staged a series of major speakers at The Sheldonian Theatre - including Ian McEwan (supported by the European Union Cultural Relations Platform) - launching his new novel; Celia Imry; Lord Patten, Philip Lymbery and Deborah Meaden.
2. On 23rd November the European Union Embassy in London hosted a reception to launch the plans for the 26th Festival in spring 2023.
3. The first events for 2023 went on sale on 26th November.
4. On 10th February 2023 the Festival and NETFLIX announced a major partnership to open up the Festival to City of Oxford pupils and students.
5. Highlights of the 2023 Festival include -
 - i) The Bodley Lecture and Medal with Colm Toibin.
 - ii) The University Chancellor's Lecture with Mick Herron.
 - iii) The Vice-Chancellor's conversation with Professor Peter Coveney and Professor Roger Highfield.
 - iv) The Second Festival Science and Innovation Award being presented to Professor Lord Martin Rees OM - the Astronomer Royal.
 - v) The Festival Honorary Fellowship awarded to Tom Holland.
 - vi) The Inaugural America Lecture to be delivered by Pulitzer Prize winner - Isabel Wilkerson.
 - vii) The Financial Times Lecture to be delivered by Martin Wolf.
6. The Festival Board is extremely grateful to all the companies, private donors, trusts and foundations whose generous support - with that of our loyal audiences - have ensured the survival of the only major literary festival in Britain which receives no state or public funding.

Financial review

In the year ended 30 June 2022, the Festival's income from donations, sponsorship and other receipts increased to £420,151 (2021: £28,623) due to an increase in Sponsor contributions to the Literary Festival. Ticket sales for the 2021 festival are not shown due to cancellation of the festival due to Covid-19. These have been deferred until 2023 and are not reflected in the statement of financial activity. Costs increased to £443,297 (2021: £84,110) as a result of increased activities following Covid-19.

Notwithstanding the net liabilities shown on the balance sheet, these financial statements have been prepared on a going concern basis as the Trustees are confident that sufficient funds will be available to enable operations to continue at a sustainable level for a period of at least 12 months from the approval of the accounts by the Trustees - especially given the strong level of existing sponsorship and new negotiations in hand.

THE OXFORD LITERARY FESTIVAL

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2022

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.

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

Structure, governance and management

The Oxford Literary Festival is a company limited by guarantee and is governed by its Memorandum and Articles of Association. As at 26 March 2010 the company, The Oxford Literary Festival became a charity and is registered with the Charity Commission (registered number 1128820).

The Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Y Alibhai-Brown	(Appointed 7 December 2021)
C A Allan	
J G Benson	(Resigned 5 April 2022)
K Farquhar-Thomson	
A J M Lowther-Pinkerton	(Appointed 7 December 2021)
B G E Okri	
P T R Simons	
G J Warren	(Resigned 14 September 2022)
J M Severn	(Appointed 14 September 2022)

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.

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.

The Trustees' report was approved by the Board of Trustees.

Chairman: Jarl Michael Severn

27 March 2023

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THE OXFORD LITERARY FESTIVAL

I report to the Trustees on my examination of the financial statements of The Oxford Literary Festival (the Charity) for the year ended 30 June 2022.

Responsibilities and basis of report

As the Trustees of the Charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the Charity 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 the Charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Charity'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 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 Charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 draw your attention to note 1.2 which details the rationale for preparing the financial statements on a going concern basis.

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 financial statements to be reached.

Robert Kirtland FCA
Critchleys Audit LLP

Beaver House
23-38 Hythe Bridge Street
Oxford
OX1 2EP

Dated: 30 March 2023

THE OXFORD LITERARY FESTIVAL

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30 JUNE 2022

		Unrestricted funds 2022 £	Unrestricted funds 2021 £
	Notes		
Income from:			
Donations and legacies	3	70,247	28,623
Charitable activities	4	349,900	-
Investments	5	4	-
Total income		<u>420,151</u>	<u>28,623</u>
Expenditure on:			
Charitable activities	6	<u>443,297</u>	<u>84,110</u>
Net expenditure for the year/ Net movement in funds		(23,146)	(55,487)
Fund balances at 1 July 2021		<u>(327,007)</u>	<u>(271,519)</u>
Fund balances at 30 June 2022		<u><u>(350,153)</u></u>	<u><u>(327,006)</u></u>

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

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

THE OXFORD LITERARY FESTIVAL

BALANCE SHEET

AS AT 30 JUNE 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	9		780		1,040
Current assets					
Debtors	10	90,859		24,583	
Cash at bank and in hand		-		1,002	
		<u>90,859</u>		<u>25,585</u>	
Creditors: amounts falling due within one year	12	<u>(373,088)</u>		<u>(214,518)</u>	
Net current liabilities			(282,229)		(188,933)
Total assets less current liabilities			(281,449)		(187,893)
Creditors: amounts falling due after more than one year	13		(68,704)		(139,113)
Net liabilities			<u>(350,153)</u>		<u>(327,006)</u>
Income funds					
Unrestricted funds			(350,153)		(327,006)
			<u>(350,153)</u>		<u>(327,006)</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 30 June 2022.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 27 March 2023

Chairman: Jarl Michael Severn

Company Registration No. 4339438

THE OXFORD LITERARY FESTIVAL

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2022

1 Accounting policies

Charity information

The Oxford Literary Festival is a charitable company limited by guarantee incorporated in England and Wales. The registered office is C/O Critchleys LLP, Beaver House, 23-38 Hythe Bridge Street, Oxford, Oxfordshire, OX1 2EP.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and 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)" (effective 1 January 2019). The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

Notwithstanding the net liabilities shown on the balance sheet, these financial statements have been prepared on a going concern basis as the Trustees are confident that sufficient funds will be available to enable operations to continue at a sustainable level for a period of at least 12 months from the approval of the accounts by the Trustees. As at 30 June 2022, the charity has an interest-free loan of £60,000 in place which is repayable by instalments up to 2024.

In addition to this, the pattern of the charity's activities is such that voluntary income will be available from major donors at stepped intervals throughout the next 12 months, enabling the Trustees and Chief Executive to manage cashflow effectively. The Trustees are confident the 2023 finances are secure. The charity's activities have resumed to full operations now that the country is out of any Covid-19 restrictions. The Trustees have the ability to reduce operations significantly if income was to fall.

1.3 Charitable funds

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

As all income in the year is unrestricted a funds note has not been considered necessary.

1.4 Income

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. The following specific policies are applied to particular categories of income:

Donations - For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

THE OXFORD LITERARY FESTIVAL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2022

1 Accounting policies

(Continued)

Grants - Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

Donated goods, facilities and services - Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

1.5 Expenditure

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:

Costs of raising funds - This includes all expenditure incurred by the charity to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Charitable expenditure - These are costs incurred on the charitable activities, including support costs and costs relating to the governance of the charity apportioned to charitable activities.

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.

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 carried out at Headquarters. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources. Premises overheads have been allocated on an insert detail basis and other overheads have been allocated on an insert detail basis.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Office equipment	25% reducing balance
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1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

THE OXFORD LITERARY FESTIVAL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2022

1 Accounting policies

(Continued)

1.8 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods. There are no significant accounting estimates or judgements in these financial statements.

THE OXFORD LITERARY FESTIVAL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2022

3 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Donations and gifts	70,247	28,623

4 Charitable activities

	2022	2021
	£	£
Commissions receivable	85,556	-
Ticket sales	152,927	-
Sponsorships	111,417	-
	349,900	-

5 Investments

	Unrestricted funds	Total
	2022	2021
	£	£
Interest receivable	4	-

THE OXFORD LITERARY FESTIVAL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2022

6 Charitable activities

	Running Events	Governance Costs	Total	Running Events	Governance Costs	Total
	2022	2022	2022	2021	2021	2021
	£	£	£	£	£	£
Staff costs	84,240	-	84,240	15,000	-	15,000
Administrative assistance	12,740	-	12,740	1,135	(24)	1,111
Speakers' fees and travel	60,182	-	60,182	164	-	164
Venue costs and equipment hire	78,547	-	78,547	180	-	180
Event running costs	139,378	-	139,378	42,130	-	42,130
Postage and stationery	1,969	-	1,969	1,822	-	1,822
Advertising	23,899	-	23,899	2,500	-	2,500
Telephone and fax	359	-	359	845	-	845
Printing	4,297	-	4,297	445	-	445
Travel and subsistence	16,203	-	16,203	6,785	-	6,785
Bank charges	-	2,682	2,682	-	564	564
Book-keeping	-	4,343	4,343	-	2,180	2,180
Office running costs	2,214	-	2,214	1,741	-	1,741
Sundry expenses	1,245	-	1,245	8,558	-	8,558
Depreciation of office equipment	260	-	260	85	-	85
Insurance	10,739	-	10,739	-	-	-
	<u>436,272</u>	<u>7,025</u>	<u>443,297</u>	<u>81,390</u>	<u>2,720</u>	<u>84,110</u>
	<u>436,272</u>	<u>7,025</u>	<u>443,297</u>	<u>81,390</u>	<u>2,720</u>	<u>84,110</u>

7 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the year.

THE OXFORD LITERARY FESTIVAL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2022

8 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
	2	1
	<u>2</u>	<u>1</u>
Employment costs	2022	2021
	£	£
Wages and salaries	75,119	15,000
Social security costs	8,514	-
Other pension costs	607	-
	<u>84,240</u>	<u>15,000</u>

There were no employees whose annual remuneration was more than £60,000.

9 Tangible fixed assets

	Office equipment £
Cost	
At 1 July 2021	4,966
At 30 June 2022	<u>4,966</u>
Depreciation and impairment	
At 1 July 2021	3,926
Depreciation charged in the year	260
At 30 June 2022	<u>4,186</u>
Carrying amount	
At 30 June 2022	780
At 30 June 2021	<u>1,040</u>

10 Debtors

	2022 £	2021 £
Amounts falling due within one year:		
Trade debtors	85,102	2,000
Other debtors	150	-
Prepayments and accrued income	5,607	22,583
	<u>90,859</u>	<u>24,583</u>

THE OXFORD LITERARY FESTIVAL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2022

11 Loans and overdrafts

	2022 £	2021 £
Bank overdrafts	37,356	11,035
Other loans	99,352	139,113
	<u>136,708</u>	<u>150,148</u>
Payable within one year	68,004	11,035
Payable after one year	68,704	139,113
	<u>68,704</u>	<u>139,113</u>

12 Creditors: amounts falling due within one year

	Notes	2022 £	2021 £
Bank overdrafts	11	37,356	11,035
Borrowings		30,648	-
Other taxation and social security		53,288	5,908
Trade creditors		70,455	24,098
Other creditors		1,880	805
Accruals and deferred income		179,461	172,672
		<u>373,088</u>	<u>214,518</u>

13 Creditors: amounts falling due after more than one year

	2022 £	2021 £
Borrowings	68,704	139,113
	<u>68,704</u>	<u>139,113</u>

14 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 June 2022 was £7 (2021: £6).

15 Related party transactions

During the year one trustee donated £5,000 to the charity for general purposes during the year (2021: £Nil).

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.