



(A Company Limited by Guarantee)

## **Annual Report & Financial Statements: For the year ended 31st March 2017**

Registered Charity - England & Wales No: 1139609

Scotland No: SC039066

Company No: 7461134

# **The Association of Charity Independent Examiners**

## **Annual Report and Financial Statements for the year ended**

### **31st March 2017**

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## The Association of Charity Independent Examiners - Annual Report and Financial Statements for the year ended 31st March 2017

The trustees, who are the directors of the company for the purposes of company law present their report and financial statements together with the independent examiner's report for the year ended 31 March 2017.

### Objects and Activities

The objects of the Association are to promote greater effectiveness of charities in the United Kingdom in the achievement of their charitable objects by:

- Providing advice, support and training to any person acting or wishing to act as an Independent Examiner of charity accounts;
- Promoting and maintaining high standards of practice and professional conduct by its members;
- Providing charity trustees with information in connection with the selection and appointment of Independent Examiners;
- Providing an enquiry service for members, non-members and charities seeking an independent examiner;
- Providing training courses and conferences;
- Circulating a newsletter to members;
- Awarding the professional qualification of Full Membership, designated by ACIE or FCIE; and
- Collaborating with other bodies where this furthers ACIE's objects.

### Public Benefit

The trustees have considered ACIE's activities and achievements for 2016/17 and its plans for 2017/18 against the Public Benefit Guidance issued by the Charity Commission. They agree that the public who benefit from ACIE's work are those who are beneficiaries of the numerous small charities that are helped either directly by ACIE's information service or where ACIE members act as independent examiners.

The trustees are satisfied that this report on ACIE's activities in 2016/17 and its plans for the future demonstrate that, in fulfilling of its objects, the charities which ACIE assists should experience ongoing or improved efficiency and confidence in their financial management allowing them to spend more time, money and energy on their own beneficiaries.

ACIE is committed to those who carry out IE as volunteers, including running a Bursary Fund to allow it to offer subsidised membership subscriptions. ACIE is very grateful to the members and others who support the fund financially.

## **Achievements and Performance**

Over the period 2016/17, ACIE activities has been focused on delivering the key objectives of the strategic and operational plan (2016 - 2019). What follows details ACIE's achievements and performance over the past year.

### **Appropriate Infrastructure & Staffing**

We have continued to develop and consolidate the use of our integrated membership database, website, events management and mass-emailing system. On 8th March 2017, we launched our membership renewals process using the automated system supported by Wild Apricot.

In August 2016, the Development Manager (Katherine Myles) resigned. The post was vacant for just over two months before Anne-Marie Barry was appointed in November 2016. As at the financial year-end, we have an office base in Lancaster housing the Senior Administrator.

The Development Manager and the Senior Administrator are supported by the Board of Trustees and the following sub committees: Finance and Governance, Membership and Training.

We are building a shared drive to house all ACIE documents and resources. Our aims in doing so are to provide a more coherent structure, to minimise duplication and to ensure adequate version control of key documents.

Progress has been made in documenting our key procedures and processes, including membership renewal and membership application. There is still work to be done in the forthcoming year but we are confident that the changes made thus far will, by this time next year, be consolidated into a procedural handbook.

Work is ongoing to update and review ACIE's regulations and constitution..

### **Quality Assurance**

To help ensure that Full Members maintain a satisfactory standard of work, ACIE has developed a CPD pilot programme to launch in April 2017. For the first two years, the programme will be optional but after that date all Full Members must be able to produce their CPD record when asked to do so. Each year we will select a random sample of members to assess.

The aim of the programme is to encourage people to reflect on their learning needs and seek out suitable development opportunities. To assist Full Members in this process, we have developed a CPD pro forma and guidance.

Work is underway to review ACIE Standards. In redrafting, the aims are to update the Standards to include include legal and regulatory requirements pertaining to Northern Ireland and to

ensure that the Standards adequately reflect what is required of Full Members in terms of knowledge and the application of charity finance regulations.

**Delivering Training & Support to Members**

During the year, the following courses were delivered:

Course Title	Course Title	Dates
ACIE Professional Series: Introduction to Charity Accounting & IE	London	17th and 18th November 2016
The Preparation and Independent Examination of Charity Accounts	Belfast	14th and 15th December 2016
The Independent Examination of Accruals Accounts	Belfast	23rd and 24th February 2017
ACIE Professional Series: Introduction to Charity Accounting & IE	Leeds	28th and 29th March 2017

ACIE held two national conferences; the first in York in June 2016 and the second in Perth in August 2016. Topics covered at both conferences included; conversion to FRS 102, charities and VAT, 'how to engage trustees in financial management'.

Newsletters were sent to members April, May, September, November, December 2016 and March 2017. We also used a combination of the 'news' section on the website and emails to update members in respect of changes in guidance, regulations and legislation.

We continue to provide members with access to a helpline to respond to queries on undertaking independent examinations.

We are developing the members section of the website to include documents to support and assist CPD and to house key documents such as Trustee nomination forms.

**Raising the profile of ACIE**

As well as continuing to have good working relations with the Charity Commission for England & Wales and the Office of the Scottish Charity Regulator (OSCR), ACIE has continued to work with the following bodies:

- Institute of Chartered Accountants for England and Wales (ICAEW)
- Institute of Chartered Accountants in Scotland (ICAS)
- Northern Ireland Council for Voluntary Action

- Charity Finance Group
- Association of Church Accountants and Treasurers (ACAT)
- Institute of Financial Accountants (IFA)
- Small Charities Coalition
- Community Accountants Network
- CCLA

A key part of our work in 2016-17 was to establish a presence in Northern Ireland. Based on the hard work carried out last year we were able, in partnership with NICVA, to deliver two sets of training. As a result of the training, ACIE has identified a number of practitioners in Northern Ireland who, we are hopeful, will agree to be part of a Northern Ireland Advisory Committee in 2017/18.

## **Membership**

2016/17 saw an increase in Affiliate members to its highest since 2013/14, however, the number of Full Members, which are Associates and Fellows is at its lowest since 2012.

ACIE wishes to encourage an increase in application for Full Membership by:

- Delivering appropriate guidance and training to members to support individuals' progression;
- By reviewing the application form and process with a view to reducing the number of common errors so that initially all applications submitted to the Membership Committee fulfil the specified criteria;
- By reviewing the Standards to encourage potential members to evidence the relevant knowledge and importantly, the application of that knowledge; and
- By piloting a CPD programme 2017-2019 to encourage and facilitate the required standard of practice.

## **Services for Members**

ACIE provides the following services to members:

- ACIE Independent Examination File: a suite of working papers for planning, executing and completing an Independent Examination. The file is a key resource provided by ACIE to its members.
- ACIE Letters of Engagement: we have been working on revised versions of the letters which will be available for members' use.

- ACIE Professional Indemnity Insurance: ACIE's low-cost PII cover is available to both Full and Affiliate Members.
- Information Service & Helpline: Providing information about Independent Examination and related matters to members, non members and UK charities is central to ACIE's work. Queries received by the enquiry service are answered by ACIE staff, Trustees or Fellows.
- Training
- Newsletters & information emails

## Rebranding

In March 2017 the Board of Trustees agreed new branding and logo for ACIE. We asked for a bold, confident modern and yet dependable branding and logo to support our drive to increase membership and to deliver training.

The new branding and logo will help ensure consistent and coherent presentation of ACIE across all our internal and external materials and products. The logo may be used by Full Members and a simple, easy to print and download version will be made available.

## Financial Review

### Summary

Total income for the year was £63,465, primarily from subscriptions, conference and training attendance (£49,276 in 2016 primarily from subscriptions) and £65,305 (£53,382 in 2016) was spent on the charity's activities.

All Bursary Funds were allocated towards subsidising Voluntary Independent Examiners' subscriptions during the financial year.

The net decrease in total funds during the year was £1,840 (net decrease of £4,106 in 2016).

The charity held unrestricted funds of £38,269 (£40,050 in 2016) and restricted funds of £70 (£129 in 2016) as at the year ended 31st March 2017.

## Risk Management

The trustees regularly review the risks to which the Association is exposed. They do not consider that there are any substantial risks beyond the liabilities disclosed in the financial statements. At the financial year-end the Association has two part-time employees and leases office premises. It holds both public liability and professional indemnity insurance policies.

The trustees accept that the Association's reputation could be at risk through a serious complaint regarding a member's conduct as an independent examiner but consider that the

Association has policies and procedures in place that provide reasonable protection to mitigate this risk reserves policy

The Board believes it should hold a minimum of three months running costs in reserve which equates to c£10,000. However, after consideration of the plans for the future, the Board wishes to increase the sum held in reserve to a minimum of six months which equates to £20,000.

Total unrestricted funds were held as at 31st March 2017 of £38,269 (£40,050 as at 31st March 2016). During the coming year funds carried forward will be put towards the implementation of ACIE's strategic plan, including:

- Reassessment of office facilities
- Delivery of a programme of training courses across the UK
- Delivery of two conferences
- Development of online training resources
- Revision and further development of other resources for member
- Membership growth

## **Future plans**

The trustees continue to fulfill the operational objectives set out in the strategic plan and intend to continue to focus on an ongoing programme of training and the development of resources for our members.

## **Structure, Governance & Management**

### **Governing document**

ACIE was originally established in 1999 as an unincorporated association. It is now a charitable company limited by guarantee, which was incorporated on and governed by its Articles of Association dated 6 December 2010, Each member of the company is required to contribute an amount not exceeding £1 should the company be wound up while he/she is a member, or within one year after he/she ceases to be a member. The Directors are the members of the company,

The Articles are supported by Regulations for Subscribing Members, which were last updated in February 2012.

### **Appointment of trustees**

The Board consists of up to nine trustees elected by the charity's Subscribing Members to serve for a period not exceeding three years and up to three trustees co-opted by the elected trustees to serve until the following 30 June.

Elected trustees must be Subscribing Members of the Association, Co-opted trustees may, but are not required to, be Subscribing Members of the Association,

The majority of trustees must be Full Members of the Association,

Retiring trustees are eligible for re-election or may be co-opted again provided that no trustee may serve for more than nine consecutive years.

**Organisational structure**

The trustees normally meet three times per year to consider the business of the Association. If appropriate, meetings may be held by means of a telephone conference. Trustees also participate in the following committees that meet regularly as required:

- Finance and Governance Committee
- Membership Committee
- Training and CPD Committee

**Trustees**

All those who served as a trustee in the reporting period and as at the date the report was approved:

- |  |                  |
|--|------------------|
| Ian Barrett                                    | <b>Chair</b>     |
| Kerry Clayton                                  | <b>Treasurer</b> |
| Maroof Adeoye (Elected July 2017)              |                  |
| Shaun Birch (Elected July 2017)                |                  |
| Alison Cooke (Elected July 2017)               |                  |
| Catherine French                               |                  |
| Eileen Houghton (Elected July 2016)            |                  |
| Thomas Ojo (Elected July 2017)                 |                  |
| Susan Robinson (Elected July 2017)             |                  |
| Anthony Clarke (Co-opted July 2017)            |                  |
| Peter Brown (Retired June 2016)                |                  |
| Paul Capewell (Resigned January 2017)          |                  |
| Susan Edge (Retired June 2017)                 |                  |
| Christopher Smith (Retired June 2017)          |                  |
| Christopher Stephen-Haynes (Retired June 2016) |                  |
| Kate Tully (Retired June 2017)                 |                  |
| Francis Walsh (Retired June 2017)              |                  |

**Company number:** 07461134

**Charity Numbers:**

1139609 - England & Wales

SC039066 - Scotland

**Principal Office:** 19 Windsor Place, Edinburgh, EH15 2AJ

**Registered Office:** 1st Floor, Block C, The Wharf, Manchester Road Burnley BB11 1JG

**Website:** [www.acie.org.uk](http://www.acie.org.uk)

**Bankers:** Unity Trust Bank pie, 9 Brindleyplace, Birmingham, B1 2HB

**Independent Examiner:** David Ralph, 50 Southwood Road, Tunbridge Wells, TN14 8SP

## **Approval**

This report, which has been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies, was approved by the trustees and signed on their behalf by:

**Ian Barrett**

**Date: 26th October 2017**

**Chair**

## Independent Examiner's Report

### Independent Examiner's report to the Trustees of Association of Charity Independent Examiners

I report on the accounts of the charity for the year ended 31 March 2017, which are set out on pages 3 to 21.

#### Respective responsibilities of trustees and examiner:

The charity's trustees (who are also the directors of the company for the purposes of company law) 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(2) of the Charities Act 2011 (the 2011 Act) or under Regulation (10)(1)(a)-(c) of the Charities Accounts (Scotland) Regulations 2006 (as amended) (the 2006 Regulations) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act and under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 (the 2005 Act)
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5) (b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

#### Basis of independent examiner's statement

My examination was carried out in accordance with the general Directions given by the Charity Commission and Regulation 11 of the 2006 Regulations. 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 the 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 statement 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 386 of the Companies Act 2006, section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Regulations; and

- to prepare accounts which accord with the accounting records and comply with the accounting
- requirements of the Companies Act 2006, section 44(1)(b) of the 2005 Act and Regulation 8 of the 2006 Regulations; and

- which are consistent with the methods and principles of the Statement of Recommended Practice:
  - Accounting and Reporting by Charities, 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.

**David Ralph JP FCIPD FCIE**

**50, Southwood Road, Tunbridge Wells, TN4 SSP**

**Date: 12th December 2017**

**THE ASSOCIATION OF CHARITY INDEPENDENT EXAMINERS  
ANNUAL REPORT & FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2017**

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCLUDING INCOME & EXPENDITURE ACCOUNT)**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
<b>Income from:</b>					
Donations	5	37,147	1,072	38,219	38,380
Charitable Activities	6	25,202	0	25,202	10,780
Investments (Bank Interest)		44	0	44	116
<b>Total</b>		<b>62,393</b>	<b>1,072</b>	<b>63,465</b>	<b>49,276</b>
<b>Expenditure on:</b>					
Charitable activities	7	64,174	1,131	65,305	53,382
<b>Total</b>		<b>64,174</b>	<b>1,131</b>	<b>65,305</b>	<b>53,382</b>
<b>Net movement in funds</b>		<b>(1,781)</b>	<b>(59)</b>	<b>(1,840)</b>	<b>(4,106)</b>
<b>Reconciliation of funds:</b>					
Total funds as at 1 April 2016		40,050	129	40,179	44,285
<b>Total funds at 31 March 2017</b>		<b>38,269</b>	<b>70</b>	<b>38,339</b>	<b>40,179</b>

The above statements includes all gains and losses recognised during the year.

All activities are regarded as continuing.

Comparative figures for the previous year by fund type are shown in Note 18.

The Notes on pages 14 to 21 form and integral part of these accounts.

**THE ASSOCIATION OF CHARITY INDEPENDENT EXAMINERS**  
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**BALANCE SHEET**  
**AS AT 31ST MARCH 2017**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
<b>Current Assets</b>					
Debtors	10	4,138	70	4,208	3,528
Cash at bank	11	58,166	0	58,166	38,173
		<u>62,304</u>	<u>70</u>	<u>62,374</u>	<u>41,701</u>
<b>Liabilities:</b>					
Creditors: Amounts falling due within one year	12	24,035	0	24,035	1,522
<b>Net Current Assets</b>		<u>38,269</u>	<u>70</u>	<u>38,339</u>	<u>40,179</u>
<b>Net Assets</b>		<u>38,269</u>	<u>70</u>	<u>38,339</u>	<u>40,179</u>
<b>Funds of the Charity</b>					
<b>Total Funds as at 31 March 2017</b>		<u>38,269</u>	<u>70</u>	<u>38,339</u>	<u>40,179</u>

The trustees (who are also the directors of the company for the purposes of company law) confirm that for the year ended 31 March 2017:

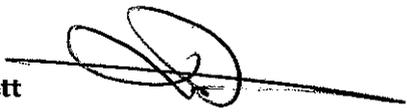
- the company was entitled to exemption from audit under section 477 of the Companies Act 2006, and
- members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act. However, in accordance with section 44 of the Charities and Trustee Investment (Scotland) Act 2005, the accounts have been examined by an independent examiner whose report appears on page 11.

The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

Comparative figures for the previous year by fund type are shown in Note 19.

The Notes on pages 14 to 21 form an integral part of these accounts.

These accounts, which have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies, were approved by the trustees on 26th October 2017 and signed on their behalf by:

  
**Ian Barrett**  
 Chair

**THE ASSOCIATION OF CHARITY INDEPENDENT EXAMINERS  
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**NOTES TO THE FINANCIAL STATEMENTS**

**1 Basis of preparation**

1.1 These accounts (financial statements) have been prepared under the historic cost convention, with items recognised at cost or transaction value, unless otherwise stated in the relevant note(s), in accordance with:

- a The Charities Act 2011
- b The Charities and Trustee Investment (Scotland) Act 2005
- c The Charities Accounts (Scotland) Regulations 2006 (as amended)
- d The Companies Act 2006
- e The Financial Reporting Standard applicable in the UK and the Republic of Ireland: FRS102
- f Accounting & Reporting by Charities: Statement of Recommended Practice (Charities SORP FRS102) (effective January 2015)

No changes were made to the basis of preparation or to the previous year's accounts.

1.2 The charity meets the definition of a public benefit entity as defined by FRS 102

1.3 The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

**2 Accounting policies**

**2.1 Fund accounting**

- a Unrestricted funds are those that can be expended at the discretion of the trustees in the furtherance of the objects of the charity.
- b Restricted funds are those that may only be used for specific purposes. Restrictions arise when specified by the donor, or when funds are raised for specific purposes.
- c The purposes of the funds are shown in Note 17.

**2.2 Income**

- a Income is recognised and included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the income; receipt is probable; and the monetary value can be measured with sufficient reliability.
- b Where income has related expenditure (e.g. conferences and training courses), the income and related expenditure are reported gross in the SoFA.
- c Subscriptions, conference fees, training course fees and bank interest is recognised when received.
- d Gift Aid is recognised in the same accounting period as the donation to which it relates.
- e Income which is subject to conditions that the charity has yet to fulfil or subscriptions which relate to a future accounting period are treated as deferred income.

**2.3 Expenditure and liabilities**

- a Expenditure is recognised on the accruals basis.
- b The charity is not registered for VAT, thus all costs are shown inclusive of VAT charged.
- c Liabilities are recognised as soon as there is a legal or constructive obligation to pay out resources.
- d Governance costs include the costs of preparation and examination of the statutory accounts, the cost of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

**2.4 Support Costs and Employee Benefits**

- a All support costs and employee benefits are paid from unrestricted funds.
- b The employees of the charity do not accrue holiday entitlement. Any termination benefits awarded are recognised immediately as an expense.

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**NOTES TO THE FINANCIAL STATEMENTS**

**2.5 Retirement Benefits**

- a The charity operates a defined contribution pension scheme. The assets of the scheme are independently administered. The employer's pension costs represent contributions payable by the charity to the fund.

**2.6 Tangible assets**

- a Tangible assets are capitalised if they can be used for more than one year, and cost at least £1,000. They are valued at cost or, if gifted, at their value on receipt.
- b The charity does not currently have any capitalised tangible assets.

**2.7 Financial instruments**

- a The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments.
- b 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 only if 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.
- c 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 receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.
- d Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.
- e Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

**2.8 Creditors**

- a 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.
- b Accrued charges are normally valued at their settlement amount.

**2.9 Cash**

- a Cash means cash in hand and bank deposits repayable on demand without penalty.
- b Cash equivalents are short-term (less than 90 days notice) deposits that are readily convertible to cash and that are subject to insignificant risk of changes in value.

**2.10 Taxation**

- a The charity is not liable to corporation tax or capital gains tax on its charitable activities.

**3 Critical accounting estimates and judgements**

- 3.1 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.

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**NOTES TO THE FINANCIAL STATEMENTS**

3.2 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.

**4 Transactions with trustees and related parties**

- a Susan Edge, who served as ACIE trustee during the financial period, received remuneration of £315 during the year for consultancy services provided (Christopher Smith, an ACIE trustee, received £2,150 in 2016 for developing and delivering training courses on charity accounting and independent examination in Scotland. This is permitted by the Articles of the Company and the remaining trustees agreed it was in the best interests of the charity).
- b Travelling expenses totalling £2,858 (2016: £2,585) were reimbursed to eight trustees (2016: ten).
- c The charity's insurance policy includes trustee indemnity insurance cover for all of its trustees.
- d There were no transactions with related parties (2016: £Nil).

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**NOTES TO THE FINANCIAL STATEMENTS**

5	Income from Donations	Unrestricted	Restricted	Total	Total
		Funds	Funds	2017	2016
		£	£	£	£
	Membership Subscriptions	37,147	-	37,147	37,475
	Other donations	-	1,002	1,002	776
	Gift Aid	-	70	70	129
		<b>37,147</b>	<b>1,072</b>	<b>38,219</b>	<b>38,380</b>

6	Income from Charitable Activities	2017	2016
		£	£
	Conferences	10,266	5,005
	Training courses	9,994	55
	PII for members	4,552	4,860
	FM application fees	90	90
	IE file	300	470
	SHU certificates	-	300
		<b>25,202</b>	<b>10,780</b>

7	Expenditure on Charitable Activities	Unrestricted	Restricted	Total	Total
		Funds	Funds	2017	2016
		£	£	£	£
<i>Direct Costs</i>					
	Subscription costs	374	1,131	1,505	-
	Conferences	8,903	-	8,903	3,273
	PII for Members	3,481	-	3,481	3,784
	Training Courses	11,956	-	11,956	1,532
	Training Materials	-	-	-	5,750
		<b>24,714</b>	<b>1,131</b>	<b>25,845</b>	<b>14,339</b>
<i>Support Costs</i>					
	Staff Costs (Note 9)	23,526	-	23,526	25,700
	Staff Training	404	-	404	1,870
	Advertising & Publicity	440	-	440	187
	Office Rent, Rates & Insurance	2,715	-	2,715	2,550
	Office Equipment	-	-	-	326
	Payroll Service	246	-	246	240
	Postage & Stationery	785	-	785	259
	Subscriptions	326	-	326	326
	Telephone & Internet	955	-	955	762
	Travel	1,845	-	1,845	2,118
	Website & Email	1,545	-	1,545	607
	Sundries	171	-	171	31
	Governance Costs (Note 8)	6,502	-	6,502	4,067
		<b>39,460</b>	<b>-</b>	<b>39,460</b>	<b>39,043</b>
<b>Total</b>		<b>64,174</b>	<b>1,131</b>	<b>65,305</b>	<b>53,382</b>

**THE ASSOCIATION OF CHARITY INDEPENDENT EXAMINERS**  
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**NOTES TO THE FINANCIAL STATEMENTS**

<b>8 Governance Costs</b>	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Independent Examiner's Fee	274	275
Trustee Expenses	2,858	2,585
Trustee Meeting Costs	362	1,099
Recruitment	1,762	-
Secretarial Service Costs	763	-
Legal Advice	435	60
ICO Registration	35	35
Annual Return Fee	13	13
	<b>6,502</b>	<b>4,067</b>

<b>9 Staff Costs</b>	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Salaries	22,390	23,391
Employer's national insurance	-	-
Employer's pension contributions	1,136	2,309
	<b>23,526</b>	<b>25,700</b>

No employee received remuneration in excess of £60,000

Average number of employees	<b>2017</b>	<b>2016</b>
Administration	<b>1.0</b>	<b>1.0</b>
Development	<b>1.0</b>	<b>1.0</b>
	<b>2.0</b>	<b>2.0</b>

<b>10 Debtors</b>	Unrestricted	Restricted	<b>Total</b>	<b>Total</b>
	Funds	Funds	2017	2016
	£	£	£	£
Gift aid receivable	-	70	70	129
Other debtors	55	-	55	-
Prepayments	4,083	-	4,083	3,399
	<b>4,138</b>	<b>70</b>	<b>4,208</b>	<b>3,528</b>

<b>11 Cash at bank and in hand</b>	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Bank deposit account	39,816	35,772
Bank current account	13,961	2,360
Cash in hand	500	-
Bank No2 account	2,658	-
STRIPE monies	1,231	-
Alto card	-	41
	<b>58,166</b>	<b>38,173</b>

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<b>12 Creditors: amount falling due within one year</b>	<b>2017</b>	<b>2016</b>
	£	£
PAYE & NI contributions	215	176
Other creditors and accruals	523	1,071
Deferred income	23,297	275
	<b>24,035</b>	<b>1,522</b>

<b>13 Movements in deferred income</b>	As at	Funds	Released	As at
	31/03/2016	Received	to income	1/03/2017
	£	£	£	£
Subscriptions received in advance for 2016/17	275	-	(275)	-
Subscriptions received in advance for 2017/18		23,297	-	23,297
	275	23,297	(275)	23,297

As detailed in the Annual Report, the charity implemented an integrated membership database during the year. Its mass-emailing system was used to launch the new membership renewals process on 8th March 2017 in respect of subscriptions for the financial year ended 31st March 2018. As disclosed in the notes to the accounts, subscription income received in respect of future financial periods are included as deferred income as at the balance sheet date. In future, the renewals process will commence post each financial year-end.

<b>14 Operating leases</b>	<b>2017</b>	<b>2016</b>
	£	£
Within 12 months	432	1,139

In 2013 the trustees entered into a tenancy agreement in respect of the office premises at The Gatehouse, White Cross, South Road, Lancaster, LA1 4XQ for a period of 36 months from 1 December 2013. The Association had the option to terminate the agreement on 01 December 2014 or 1 December 2015 by giving three months prior written notice but did not exercise either option. The lease had not been renewed as at the balance sheet date.

<b>15 Movements in funds - 2015/16</b>	As at	Incoming	Outgoing	Transfers	As at
	01/04/15	Resources	Resources	£	31/03/16
	£	£	£	£	£
<u>Unrestricted funds</u>					
General fund	43,141	48,371	(52,279)	817	40,050
<u>Restricted funds</u>					
Bursary fund	153	905	-	(929)	129
Training fund	991	-	(1,103)	112	-
	1,144	905	(1,103)	(817)	129
<u>Total funds</u>	44,285	49,276	(53,382)	-	40,179

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**16 Movements in funds - 2016/17**

	As at 31/03/2016	Income	Expenditure	Transfers	As at 1/03/2017
	£	£	£	£	£
<u>Unrestricted funds</u>					
General fund	40,050	62,393	64,174	-	38,269
<u>Restricted funds</u>					
Bursary fund	129	1,072	1,131	-	70
<u>Total funds</u>	40,179	63,465	65,305	-	38,339

**17 Purpose of Funds**

**18.1 General fund**

Unrestricted funds expended at the discretion of the trustees in furtherance of the objects of the charity.

**18.2 Bursary fund**

Funding provided by members towards the cost of reduced subscriptions for members who carry out independent examinations on a voluntary basis.

**18 Comparative Statement of Financial Activities by fund type**

	Unrestricted Funds £	Restricted Funds £	Total 2016 £
<b>Income from:</b>			
Donations	37,475	905	38,380
Charitable Activities	10,780	0	10,780
Investments (Bank Interest)	116	0	116
<b>Total</b>	<b>48,371</b>	<b>905</b>	<b>49,276</b>
<b>Expenditure on:</b>			
Charitable activities	52,279	1,103	53,382
<b>Total</b>	<b>52,279</b>	<b>1,103</b>	<b>53,382</b>
<b>Net income/(expenditure)</b>	(3,908)	(198)	(4,106)
<b>Transfers between funds</b>	817	(817)	0
<b>Net movement in funds</b>	(3,091)	(1,015)	(4,106)
<b>Reconciliation of funds:</b>			
Total funds as at 1 April 2015	43,141	1,144	44,285
<b>Total funds at 31 March 2016</b>	<b>40,050</b>	<b>129</b>	<b>40,179</b>

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**19 Comparative Balance Sheet by fund type**

	Unrestricted Funds £	Restricted Funds £	Total 2016 £
<b>Current Assets</b>			
Debtors	3,399	129	3,528
Cash at bank	38,173		38,173
	<u>41,572</u>	<u>129</u>	<u>41,701</u>
<b>Liabilities:</b>			
Creditors: Amounts falling due within one year	1522	0	1522
<b>Net Current Assets</b>	<u>40,050</u>	<u>129</u>	<u>40,179</u>
<b>Net Assets</b>	<u>40,050</u>	<u>129</u>	<u>40,179</u>
<b>Funds of the Charity</b>			
<b>Total Funds as at 31 March 2016</b>	<u>40,050</u>	<u>129</u>	<u>40,179</u>