

THE INSTITUTION OF ANALYSTS & PROGRAMMERS  
(Limited by Guarantee)

**DIRECTORS**

T.J. Bates Esq.  
Elizabeth A. Gray  
I.A. Robertson Esq.  
N.K. Swain Esq. - (Resigned 16<sup>th</sup> June 1997)  
G. Keeley Esq.  
G. Bradley Esq.  
E.J. Pugh Esq.  
D.O. Daniel Esq.  
Megan C. Robertson  
Cecilia M. Flavell  
S.S. Naidu Esq.  
E.J. Keen Esq.  
M.D. Brett Esq. - (Resigned 10<sup>th</sup> December 1996)  
I.G. Hargrave - (Appointed 1<sup>st</sup> June 1996)  
A. Morrey - (Appointed 1<sup>st</sup> June 1996)

**SECRETARY**

M.C. Ryan Esq.

**REGISTERED OFFICE**

Charles House,  
36 Culmington Road,  
London,  
W13 9NH

**REGISTERED NUMBER**

2754293 (England and Wales)

REPORT AND FINANCIAL STATEMENTS  
YEAR ENDED 31<sup>st</sup> MAY 1997

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THE INSTITUTION OF ANALYSTS & PROGRAMMERS  
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REPORT OF THE DIRECTORS

The Directors present their Report, together with the audited financial statements of the Company, for the year ended 31<sup>st</sup> May 1997.

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**PRINCIPAL ACTIVITY**

The principal activity of the Company in the year under review was that of the administration of a non-profit making association of analysts and programmers.

**DIRECTORS**

The Directors who served during the year were as follows:-

T.J. Bates Esq.  
Elizabeth A. Gray  
I.A. Robertson Esq.  
N.K. Swain Esq. - (Resigned 16<sup>th</sup> June 1997)  
G. Keeley Esq.  
G. Bradley Esq.  
E.J. Pugh Esq.  
D.O. Daniel Esq.  
Megan C. Robertson  
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S.S. Naidu Esq.  
E.J. Keen Esq.  
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A. Morrey - (Appointed 1<sup>st</sup> June 1996)

**DIRECTORS' RESPONSIBILITIES**

Company law requires the Directors to prepare Financial Statements for each financial year which gives a true and fair view of the state of affairs of the Company as at the end of the financial year and of the profit or loss of the Company for that period. In preparing those Financial Statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Directors are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Company and enable them to ensure that the Financial Statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

THE INSTITUTION OF ANALYSTS & PROGRAMMERS  
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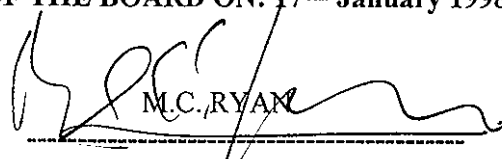
REPORT OF THE DIRECTORS  
(Continued)

**AUDITORS**

The auditors, Charles Stuart, will be proposed for reappointment in accordance with Section 385 of the Companies Act 1985.

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 applicable to small companies.

**BY ORDER OF THE BOARD ON: 17<sup>th</sup> January 1998**

  
M.C. RYAN  
Secretary

REPORT OF THE AUDITORS TO THE MEMBERS OF  
THE INSTITUTION OF ANALYSTS & PROGRAMMERS  
(Limited by Guarantee)

We have audited the financial statements on pages 4 to 8 which have been prepared under the historical cost convention and the accounting policies set out on page 6.

**RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITORS**

As described on page 1, the Company's Directors are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

**BASIS OF OPINION**

We conducted our audit in accordance with Auditing Standards 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 Directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Company'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.

**OPINION**

In our opinion the Financial Statements give a true and fair view of the state of the Company's affairs at 31<sup>st</sup> May 1997 and of its Deficit for the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985, applicable to small companies.

32-36 Bath Road,  
Hounslow,  
TW3 3EF.



CHARLES STUART

Chartered Accountants  
and Registered Auditors

17<sup>th</sup> January 1998

THE INSTITUTION OF ANALYSTS & PROGRAMMERS  
(Limited by Guarantee)

PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED  
31<sup>st</sup> MAY 1997

NOTES

		<b>1996 As Restated</b>
Fees and Subscriptions	£120,644	£102,542
Miscellaneous Income	8,840	5,108
	<u>£129,484</u>	<u>£107,650</u>
Exceptional Items:		
VAT recovered in respect of current and prior years net of associated costs	-	17,547
	<u>£129,484</u>	<u>£125,197</u>
Administrative Expenses	(136,844)	(104,979)
<b>OPERATING (DEFICIT)/SURPLUS</b> 2	(£7,360)	£20,218
Retained Surplus at 31 <sup>st</sup> May 1996	26,116	5,898
<b>RETAINED SURPLUS</b> at 31 <sup>st</sup> May 1997	<u>£18,756</u>	<u>£26,116</u>

**STATEMENT OF TOTAL RECOGNISED GAINS AND LOSSES FOR THE YEAR ENDED**  
**31<sup>st</sup> MAY 1997:**

	<b>1997</b>	<b>1996 As Restated</b>
(Deficit)/Surplus for the Financial Year	(£7,360)	£20,218
Prior Year Adjustment (note 10)	(45,235)	-
Total Recognised Losses Relating to the Year	<u>(£52,595)</u>	<u>£20,218</u>

The Notes on pages 6 to 8 form part of these Financial Statements.

THE INSTITUTION OF ANALYSTS & PROGRAMMERS  
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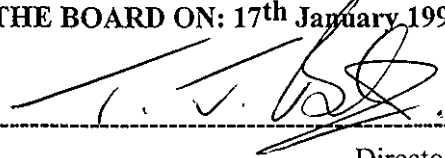
BALANCE SHEET AS AT 31<sup>st</sup> MAY 1997

NOTE

			1996 As Restated	
<b>FIXED ASSETS</b>				
Tangible Assets	3	£314	£471	
Intangible Assets	4	3,372	3,934	
Investments	5	100	100	
		<u>£3,786</u>	<u>£4,505</u>	
<b>CURRENT ASSETS</b>				
Stocks		£1,715	£1,760	
Debtors	6	9,023	23,440	
Cash at Bank and in Hand		12,349	9,302	
		<u>£23,087</u>	<u>£34,502</u>	
<b>CREDITORS:</b> Amounts falling due within one year				
	7	<u>(8,117)</u>	<u>(12,891)</u>	
<b>NET CURRENT ASSETS</b>			14,970	21,611
<b>NET ASSETS</b>			<u>£18,756</u>	<u>£26,116</u>
<b>CAPITAL AND RESERVES</b>				
Profit and Loss Account		<u>£18,756</u>	<u>£26,116</u>	
Members Funds	8	<u>£18,756</u>	<u>£26,116</u>	

The Financial Statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 applicable to small companies.

APPROVED BY THE BOARD ON: 17<sup>th</sup> January 1998

  
 \_\_\_\_\_  
 Director

The Notes on pages 6 to 8 form part of these financial statements.

**THE INSTITUTION OF ANALYSTS & PROGRAMMERS**  
**(Limited by Guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED**  
**31<sup>st</sup> MAY 1997**

**1. ACCOUNTING POLICIES**

**(a) Basis of Preparation of Financial Statements**

The Financial Statements are prepared under the historical cost convention and include the results of the company's operations which are described in the Directors' Report and all of which are continuing.

The company has taken advantage of the exemption in Financial Reporting Standard No. 1 from the requirement to produce a cashflow statement on the grounds that it is a small company.

**(b) Tangible Fixed Assets and Depreciation**

Tangible fixed assets are stated at cost less depreciation.

Depreciation on fixed assets is provided at rates estimated to write off the cost or revalued amounts, less estimated residual value, of each asset over its expected useful life, as follows:-

Computer Software	-	33% reducing balance
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**(c) Intangible Fixed Assets**

Intangible fixed assets are stated at cost less amortisation.

The Coat of Arms is amortised over a ten year period on a straight line basis.

**(d) Stocks**

Stocks and Work in Progress are stated at the lower of cost and net realisable value after making due allowance for obsolete and slow moving items. Cost includes all direct expenditure and an appropriate proportion of fixed and variable overheads.

**(e) Income**

Income represents application fees and subscriptions received from members. In prior years, income was recognised on an accruals basis. However, from 1<sup>st</sup> June 1996, this was changed to a receipts basis. The directors consider this change in accounting policy to be necessary to fall in line with industry standard practice for professional subscription membership organisations thereby making the Institution's Financial Statements more comparable and prudently prepared.

This has resulted in an overstatement of income in prior years under the revised accounting policy. Had the accounting policy not been changed, the subscription income for the year would have been £138,980, administrative expenses £178,716 and debtors at the year end would have been £30,722.

**2. OPERATING DEFICIT**

The Operating Deficit is stated after charging:-

	1997	1996
Depreciation - Owned Tangible Fixed Assets	£157	£236
Amortisation of Coat of Arms	562	562
Auditors' Remuneration	1,200	1,100
	<u>          </u>	<u>          </u>

THE INSTITUTION OF ANALYSTS & PROGRAMMERS  
(Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED

31<sup>st</sup> MAY 1997

(Continued)

3. TANGIBLE FIXED ASSETS	Computer Software
<b>Cost</b>	
At 1 <sup>st</sup> June 1996	
and at 31 <sup>st</sup> May 1997	£1,431
	-----
<b>Depreciation</b>	
At 1 <sup>st</sup> June 1996	960
Charge for year	157
	-----
At 31 <sup>st</sup> May 1997	£1,117
	-----
<b>Net Book Value</b>	
At 31 <sup>st</sup> May 1997	£314
	=====
At 31 <sup>st</sup> May 1996	£471
	=====

4. INTANGIBLE ASSETS	Coat of Arms
<b>Cost</b>	
At 1 <sup>st</sup> June 1996	
and at 31 <sup>st</sup> May 1997	£5,620
	-----
<b>Amortisation</b>	
At 1 <sup>st</sup> June 1996	£1,686
Charge for year	562
	-----
At 31 <sup>st</sup> May 1997	£2,248
	-----
<b>Net Book Value</b>	
At 31 <sup>st</sup> May 1997	£3,372
	=====
At 31 <sup>st</sup> May 1996	£3,934
	=====

5. **INVESTMENTS**

The Company's investments represents the formation and holding of 100% of the share capital in the Institution of Analysts & Programmers (Commercial) Limited. The subsidiary Company has remained dormant since its formation.

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**THE INSTITUTION OF ANALYSTS & PROGRAMMERS**  
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**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED**

**31<sup>st</sup> MAY 1997**

(continued)

	1997	1996
<b>6. DEBTORS</b>		
Sundry Debtors and Prepayments	£6,684	£19,286
VAT	2,339	4,154
	<u>£9,023</u>	<u>£23,440</u>
<b>7. CREDITORS: Amounts falling due within one year</b>		
Trade Creditors	£5,100	£8,753
Other Creditors	-	1,571
Social Security and Other Taxes	1,207	1,067
Accruals and Deferred Income	1,810	1,500
	<u>£8,117</u>	<u>£12,891</u>
<b>8. RECONCILIATION OF MOVEMENTS ON MEMBERS FUNDS</b>		
Retained (Deficit)/Surplus for the year	(£7,360)	£53,200
Members Funds at 31 <sup>st</sup> May 1996		
previously noted	£71,351	£18,151
Prior year adjustment	<u>(45,235)</u>	<u>-</u>
Members Funds at 31 <sup>st</sup> May 1996		
as restated	<u>26,116</u>	<u>18,151</u>
Members Funds at 31 <sup>st</sup> May 1997	<u>£18,756</u>	<u>£71,351</u>

**9. RELATED PARTY TRANSACTION**

In the year under review, The Institution of Analysts & Programmers (Limited by Guarantee) paid £7,050 for office facilities and services to Capital Project Management Limited, a company of which Mr. M.C. Ryan is a Director. Mr. M.C. Ryan together with members of his close family control Capital Project Management Limited. Mr. M.C. Ryan is Chief Executive Officer of The Institution of Analysts & Programmers (Limited by Guarantee).

**10. PRIOR YEAR ADJUSTMENT**

The results for the year ended 31<sup>st</sup> May 1996 have been restated. The change in the basis of recognising income (see note 1(e)) has reduced income by £32,982. Subscription debtors have been reduced by £45,235 to £ nil. The profit and loss account brought forward at 1<sup>st</sup> June 1995 has been reduced by £12,253 to reflect the application of the revised accounting policy. In the opinion of directors, this departure from the requirements of the Financial Reporting Standard number 3 is necessary to show a true and fair view in the financial statements.