



REPORT AND ACCOUNTS FOR THE PERIOD

1st JANUARY 2012 TO 31st DECEMBER 2012



A11 *A28NWCA1* #222
18/05/2013
COMPANIES HOUSE



A15 *A27O4BRS* #108
04/05/2013
COMPANIES HOUSE

Charity Registration Number: 1100927

Company Registration Number: 3761777

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Legal and Administrative Information

Registered Charity Number 1100927

Company Number 3761777

Trustees

E H M Anderson-Ketzer elected 17 June 2011

B M Armitage elected 5 June 2008, re-elected 17 June 2011, resigned 21 June 2012

K Chernyshov elected 10 June 2010

T D J Edge¹ elected 17 June 2011

R A Jones¹ elected 17 June 2011

S M Lerwill co-opted 26 Apr 2012, elected 21 June 2012

A H Oliver co-opted 26 Apr 12, elected 21 June 2012

I R McLean CFRE elected 23 May 2006, re-elected 4 June 2009, resigned 21 June 2012

N J Pettingale co-opted 28 January 2009, elected 4 June 2009, re-elected 21 June 2012

R Ting¹ co-opted 17 June 2011, elected 21 June 2012

J A Vines co-opted 29 April 2009, elected 4 June 2009, resigned 21 June 2012

W Nash co-opted 26 Apr 2012, elected 21 June 2012

D Young¹ elected 10 June 2010

Note ¹ Member of the Finance Committee

Chairman

N J Pettingale

Charity Correspondent and Company Secretary

D Young until 21 June 2012

H A Culley from 21 June 2012

Staff

J Woods (Managing Director)

H A Culley (Finance Director)

A Murray (Events Manager)

E Skinner (Membership Services Co-ordinator)

S Mansell (Accounts Clerk)

Addresses:

Registered Office

Kelston Park

Bath

BA1 9AE

Finance Office

Orchard House
Bowsden
Berwick-upon-Tweed
Northumberland TD15 2TW

Independent Examiner

Philip Mendelson BA FCA
Marsden & Co
41 Knowsley Street
Bury
Lancashire BL9 0ST

Bankers

Cater Allen Private Bank
Bridle Road
Bootle L30 4GB

Royal Bank of Scotland plc (account closed November 2012)
42 Hide Hill
Berwick-upon-Tweed TD15 1AB

COIF Charities Deposit Fund
St Alphage House
2 Fore Street
London EC2Y 5AQ

Trustees' Report

The Trustees present their report for the period 1 January 2012 to 31 December 2012.

IDPE is a company limited by guarantee and a registered charity governed by its memorandum and articles. Charity number: 1100927. Company number: 3761777. The directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees. IDPE was registered as a company on 28 April 1999 and as a charity on 27 November 2003.

Legal and administrative information set out on pages 3 and 4 forms part of the report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice – Accounting and Reporting by Charities (SORP 2005).

Objects of the charity

The objects ("the Objects") of the charity, as laid down in the Memorandum of Association, are to promote education for the benefit of the public by

- providing training in development, fundraising, support and management relevant to the
- provision of education
- developing and promoting high standards in development, fundraising, support and management relevant to the provision of education
- carrying out research relevant to the effective promotion of the provision of education

Policies adopted to further the objects of the charity

The primary functions of the charity are

- To devise and implement an effective strategy for the training and the continuing professional development of development practitioners
- To provide relevant services to development offices
- To provide advice and distribute information to development practitioners
- To provide excellent networking opportunities for development practitioners
- To raise the profile of development and the role of fundraising within schools in the United Kingdom

Structure, governance and management

IDPE is governed by the Board of Trustees. The list of trustees is set out on page 3 of this report. There is one sub-committee – the Finance Committee. There are two employees of the Charity who are the full time Membership Services Co-ordinator and the Events Manager. A Business Manager was appointed in January 2009 to help drive forward the Charity's growth plans as well as running the charity on a day-to-day basis. The appointment title was changed from Business Manager to Managing Director during 2012. The MD is assisted by an Events Manager. The Finance Office consists of a Finance Director and, from January 2012, an Accounts Clerk. They provide bookkeeping, professional accountancy and financial management services. With the exception of the Membership Services Co-

ordinator and the Events Manager, all other staff work for IDPE as self-employed consultants. During the year the Finance Director took over as Company Secretary. Previously the post had been held by a trustee.

Methods adopted for recruiting and appointing new trustees

The Articles of Association of the IDPE empower it to have between three and twelve trustees, all of whom must work for a non-profit organisation in membership of IDPE in a relevant appointment or be individual members of IDPE. All members are notified when vacancies on the Trustee Board become available, which occurs annually. Where more candidates than places available on the Board are put forward, an election is held at the AGM.

Constitutional provisions for trustee appointments

One third (or the number nearest one third) of the Trustees must retire at each AGM, those longest in office retiring first and the choice between any of equal service being made by drawing lots. Each trustee may serve for up to six years and may act as an officer of the Institute (Chairman or Vice Chairman) for no more than three years, either consecutively or in total, in any one position. Individuals who have completed six years as a trustee must then retire for at least three years before they can be considered for re-election.

In carrying out their duties the Trustees meet at least three times a year and liaise via email between meetings. Most trustees are responsible for a specific portfolio of responsibilities and report to the Board at each meeting.

Policies and procedures adopted for the induction and training of trustees

On election to the Board all new trustees receive an extensive information pack giving them information on the Charity, its governance, management and policies and the latest available guidance on being a trustee from the Charity Commission. All new trustees attend an introductory briefing with the Chairman and Company Secretary before their first Board Meeting. The specific induction training for each trustee varies according to the particular portfolio they are taking on. Where possible, this includes close liaison with the previous incumbent.

Any other organisations with which IDPE cooperates in pursuit of its charitable objectives

The IDPE strives to co-operate with a number of organisations in the sector in its endeavour to provide the best possible service to its members. The IDPE works closely with HMC, AMDIS, ISBA, and GSA and, to a lesser extent, with CASE and the Institute of Fundraising (IoF). The IDPE is also a member of the Fundraising Standards Board (FRSB), further reinforcing the IDPE's ongoing aim to provide a quality service to its members.

IDPE membership

The IDPE offers two distinct membership categories:

Institutional

Open to educational institutions. This enables any member of staff, trustee or governor to attend an IDPE event. The e-bulletin is emailed to the Development Director (or equivalent), who may

edistribute as necessary This class of member has one vote at general meetings by a nominated representative Only the Development Director (or equivalent) would be eligible to stand for election as a trustee

Corporate

Open to any individual, company, partnership etc not eligible to join as an educational institution They may send any employee, director or partner to an IDPE event E-bulletins are sent to a nominated email address They do not have a vote at general meetings and they are not eligible to propose an employee etc for election as a trustee

Individual

In a few special cases the Board may allow an individual working for a qualifying non-profit organisation to join as an individual member where it is not appropriate for one reason or another for the organisation to join as an Institutional member.

Review of activities and future developments

General Report

The Institute has made great progress again this year with the focus being on membership services, growing our membership and increasing our understanding of the educational sector itself and the role of Development within it The institute conducted a major strategic review, a benchmarking survey and a survey of our members

The eleventh annual Conference and AGM, held at the Celtic Manor near Newport from 21st to 22nd June 2012 was by far the largest conference to date

Following the establishment of the partnership with Crowe Clark Whitehill [CCW], led by Partner Tim Baines, in 2011, CCW have undertaken a nationwide survey of the Development profession in both our member schools and those yet to join 181 schools took part in the survey with results being published during 2012 In terms of membership growth it is our estimation with CCW that the Institute has achieved over 75% market penetration of the sector. Another survey is planned for 2014

A membership survey was undertaken as a consultation exercise to establish the future needs of IDPE's members Following this a series of meetings was held with trustees and regional vice presidents to map out the future direction of the institute The outcome will drive the new business plan to be produced in 2013

Ten seminars were planned for ²⁰¹²~~2012~~ but two, one in Blackburn and one in Edinburgh, had to be cancelled due to lack of delegates This emphasises the comment in the membership survey that seminars should be held in London due to its central location and proximity to the majority of the membership. The need to hold two Toolkit Seminars is also to be reviewed in 2013

In addition to existing external relationships with other organisations in academia IDPE hopes to develop those with Future First, the Spring Board Bursary Foundation, AGBIS and Educate Plus in Australia, who use the same database as IDPE, which is provided by Potentiality IDPE is in discussion with Potentiality about future developments, especially the use of it to manage income and record income for accounting purposes.

It was decided not to proceed with the proposal to produce a hard copy magazine after consulting the members

At the 2012 AGM, the members formally elected Rebecca Ting (St Edward's, Oxford), Simon Lerwill (King Edward's, Birmingham), Amber Oliver (Blundell's) and Wanda Nash (St Mary's, Ascot) as trustees and received the resignations of Ian McLean and Jane Vines

During the year Jo Beckett was appointed as Managing Director and Howard Culley's title was changed to Finance Director. He also took over as Company Secretary from David Young. The trustees are, as ever, grateful to the dedication and professionalism of all their staff

Trustee Responsibilities

The organisation operates with minimal expense and therefore relies on the voluntary efforts of the trustees within various allocated portfolios

Because of the importance of efficient financial planning and management, a Finance Committee was established in January 2012 and meets three times a year to review the financial and accounting operation of the charity in detail. It reports to the main Board

Regional Groups and Mentoring

The regional group structure continues to provide a strong benefit to members. Because of the importance of this aspect of IDPE and to more properly reflect the status of those who organise the regional groups and their meetings, the regional co-ordinators are now known as regional vice-presidents (RVPs). It is one of the strengths of IDPE but the success is very much based on the efforts of the RVPs and special thanks are extended to these members who volunteer their time to help and encourage others. An annual meeting of regional co-ordinators is now held to co-ordinate efforts in this area

Marketing

Simon Lerwill took over responsibility for the co-ordination of marketing of IDPE in 2012 and has produced a new marketing plan. The trustees are very grateful to him for his valued input into this important area

The Future

Over the next three years IDPE will consolidate its success whilst seeking new ways to generate income without incurring the need for additional resources or exposing it to significant risk. The expansion in the recent past has meant drawing on IDPE's reserves, in particular to establish the head office near Bath

During this period IDPE will continue to expand its membership, albeit at a slower rate than in the past, re-organise the head office to incorporate the accounts office (currently located at Bowsden in Northumberland), restore the level of reserves to the target of 30% by the end of 2015, investigate a recognised professional qualification for development directors and complete the formal documentation identified as required during the risk assessment process

IDPE will also continue to develop its external relationships, in particular with ISC and its constituent member organisations

Financial Report

The financial results for the year are reported in the Statement of Financial Activities, the Balance Sheet and the related notes. Overall expenditure exceeded income by £1,818 (2011 deficit of £12,599)

Overall income increased over that achieved in 2011 by 60% whilst expenditure increased by some 50%. However this was not sufficient to completely eliminate the deficit, which was a sixth of that in 2011. The main reason for this year's deficit was the increase in staff costs necessary to cope with the extra work involved in such a rapid expansion of the Institute. The trustees are well aware that a period of consolidation is now necessary. To this end they are carefully examining various measures which would produce a surplus so as to build up the reserves again before any further expansion is planned.

The General Fund includes a stock of professional books produced jointly by IDPE, AMDIS and HMC and available for sale to members, further sales were made during the year and the remaining stock is valued at £190. Any unsold stock at the end of 2013 will be written off.

Policies

Reserves

It is not the policy of IDPE to hold restricted reserves. All income is used for the operation of the charity but a general reserve is maintained to ensure that the functions of the charity are not hampered by fluctuations in the level of membership or exceptional non-repetitive expenditure.

The trustees reconsidered the prudent level at which general reserves should be held in 2012 and decided on a target equal to 30% of typical expenditure over a year. At the end of 2012 reserves stood at 20% of expenditure. The shortfall is due to the increased spending on staff costs and resources over the past two years and the continuing development of IDPE, all of which have increased the expenditure in 2012 significantly. The Trustees stated intention is to restore reserves to the target level over the next three years.

Grant Making Policy

The Trustees introduced grants in 2012 giving financial support to those who would benefit but who could not otherwise afford the full cost of the annual conference. These were funded through sponsorship.

Policy to Manage Risk

The Trustees undertook a major review of the major risks to which the Charity is exposed, in particular those related to the operations and finances of the Charity, and have adopted the necessary policies to mitigate and monitor these risks.

Public Benefit

The objects of IDPE are to provide training and to develop and promote high standards in the fields of development, fundraising, support and management relevant to the provision of education. The membership benefiting from the work of the IDPE is made up of development professionals working in schools (both independent and maintained).

Through access to this training and promotion of best practice, members are able to develop better relationships with their supporters and beneficiaries, improve their accountability to them and raise

funds efficiently in accordance with the standards laid down by the Fundraising Standards Board (of which the IDPE is a member) Indirectly therefore, the IDPE assists these professionals in their efforts to provide better educational and recreational facilities and to develop bursary and scholarship schemes, thereby widening access to both gifted students and a much wider section of the community than would otherwise be possible

Ultimately, those that benefit are the public at large within the educational system and their supporters. Those in poverty, with educational aspirations, benefit from wider access to the independent education and further/higher education sectors through bursary schemes and more generally improved educational and recreational facilities

Membership fees are kept at a modest level so that no-one who is eligible to join is prevented from doing so through inability to afford the subscription There are no geographical restrictions on membership within the United Kingdom

Auditors

Under current legislation IDPE is not obliged to undergo a formal audit and the Trustees have decided to exercise their right to opt for an inspection of the accounts by a reporting accountant

Trustees' responsibilities in relation to the financial statements

The Trustees are responsible for preparing the Annual Report and financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice

Company law requires trustees to prepare financial statements that give a true and fair view of the state of the affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year In doing so the Trustees are required to

- select suitable accounting policies and apply them consistently
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements,
- and prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business

The Trustees are responsible for maintaining 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 financial statements comply with section 386 of the Companies Act 2006 The Trustees are also responsible for taking steps for the prevention and detection of fraud and other irregularities

So far as the Trustees are aware, there is no relevant audit information (information needed by the Charity's reporting accountant in connection with preparing his report) of which the Charity's reporting accountant is unaware In addition, each Trustee has taken all the steps that he/she ought to have taken as a trustee in order to make him/her aware of any relevant information and to establish that the Charity's reporting accountant is aware of that information

This report, on pages 5 to 11, was approved by the Trustees at their meeting on 18th April 2013 and was signed on their behalf by

A handwritten signature in black ink, appearing to read 'Tim Edge'.

Tim Edge
Chairman
On behalf of the Trustees

Independent examiner's report to the trustees of IDPE

I report on the accounts of the company for the year ended 31 December 2012, which are set out on pages 13 to 18

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 of the Charities Act 2011 (the Charities Act) 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 in accordance with section 130 of the Charities Act and section 386 of the Companies Act 2006,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 130 of the Charities Act and section 386 of the Companies Act 2006) and
- to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the 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 130 of the Charities Act and section 386 of the Companies Act 2006, and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 130 of the Charities Act and section 396 of the Companies Act 2006 and 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

Philip Mendelson BA FCA
Marsden and Co
Chartered Accountants
41 Knowsley Street
Bury BL9 0ST

Date 18th April 2013

Statement of Financial Activities

For the year ending 31st December 2012

	Notes	2012	2011
		£	£
Incoming Resources			
Incoming resources from generated funds:			
Voluntary income		1000	1000
Activities for generated funds	2	18,485	12,558
Investment income		294	354
Incoming resources from charitable activities	3	259,816	160,204
Other incoming resources		<u>491</u>	<u>1,130</u>
Total Incoming Resources		280,086	175,246
Charitable Expenditure			
Costs of Generating Funds	4	13,684	8,913
Costs of Charitable Activities	5	259,980	169,356
Governance Costs	6	<u>8,240</u>	<u>9,576</u>
Total Resources Expended		281,904	187,845
Net Incoming Resources		-1,818	-12,599
Total funds as at 31st December 2011		<u>56,739</u>	<u>69,338</u>
Total Funds as at 31st December 2012		<u><u>54,921</u></u>	<u><u>56,739</u></u>

The statement of financial activities includes all gains and losses for the period.

All incoming resources and resources expended derive from continuing activities.

The notes are set out on pages 16 to 18

Balance Sheet as at 31st December 2012

	<i>Notes</i>	2012	2011
			£
Current Assets			
Cash in Hand:			
Current Account - Royal Bank of Scotland		0	69,479
Current Account - Cater Allen Private Bank		76,369	26,804
Cash Float		0	500
Deposit Account - COIF		<u>30,808</u>	<u>30,532</u>
Total Cash in Hand		107,177	127,315
Stock held - Books	7	190	340
Debtors	8	<u>23,936</u>	<u>3,422</u>
Total Current Assets		131,303	131,077
Liabilities			
Creditors Amounts falling due within 1 year	9	76,392	74,338
Net Current Assets		54,911	56,739
Creditors Amounts falling due after 1 year			0
Total Net Assets		<u>54,911</u>	<u>56,739</u>
Unrestricted Funds			
General Fund		<u>54,911</u>	<u>56,739</u>
Total Funds		<u>54,911</u>	<u>56,739</u>

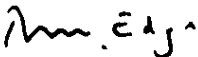
There are no fixed assets or restricted funds
The notes are set out on pages 16 to 18.

The trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the period in question in accordance with section 476 of the Act

The trustees acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Companies Act 2006 and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 31 December 2012 and of its loss for the year in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved and authorised for issue by the Trustees at their meeting on 18th April 2013 and signed on their behalf by



Chairman TIMOTHY EDGE

1 ACCOUNTING POLICIES

1.1 Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in March 2005, applicable accounting standards and the Companies Act 2006

1.2 Incoming Resources

1.2.1 Subscriptions, charges and interest income are accounted for on a receivable basis

1.2.2 Monies received in advance are accounted for in the appropriate accounting period

1.3 Resources Expended

1.3.1 All expenditure and liabilities incurred in the financial year are accounted for in that year

1.3.2 Support costs comprise those costs incurred by the Main Office in Bath and the Accounts Office, including Trustees expenses Support costs are apportioned 5% to the cost of generating funds, mainly advertising income, and 95% to charitable activities This is based on an estimated allocation of time.

1.3.3 Governance costs are those associated with meeting constitutional and statutory requirements. They include the fee for the accountant's inspection report, legal and statutory charges and the cost of finance committee and board meetings.

1.4 Fixed Assets

IDPE owns no fixed assets

1.5 Funds

It is not the policy of IDPE to hold restricted funds. There are no designated funds since the combination of the Main Fund and the Training Fund during 2011.

2 This is income from professional advertisements placed on the IDPE website and in the Newsletter

3. This is broken down as follows:

	2012	2011
Membership subscriptions	£76,751	£44,048
Book Sales (net)	£73	£234
Conferences and Seminars	<u>£182,992</u>	<u>£115,922</u>
	<u>£259,816</u>	<u>£159,970</u>

4 This is 5% of the support costs borne by the main account (see Note 1 3 2)

5 **Cost of Charitable Activities**

	Direct costs	Support Costs	Total 2012	Total 2011
Conferences and seminars	£150,779	-	£150,779	£78,957
Support to members	£10,326	£98,885	£109,211	£90,397
	<u>£165,108</u>	<u>£100,850</u>	<u>£265,958</u>	<u>£169,356</u>
Support costs				
Staff costs			£81,883	£59,632
Office costs			£9,775	£7,872
Premises costs			£9,009	£15,403
Admin expenses			£5,971	£4,414
Website and publications			£1,407	£11,230
Marketing and PR			£4,508	£330
Sundry charitable expenditure			<u>£0</u>	<u>£429</u>
			£112,569	£99,310
less: costs of generating funds			<u>-£13,684</u>	<u>-£8,913</u>
			<u>£98,885</u>	<u>£90,397</u>

With the expansion of IDPE, an office was opened in Bath this year manned by the Business Manager and two staff. There has been a consequent increase in costs.

6 Governance costs are made up as follows

	2012	2011
Insurance	£1,141	£1,080
Legal and statutory fees	£120	£172
Inspection fee/ Audit	£600	£600
FRSE Fee	£50	£50
Trustees' expenses	£3,987	£5,184
Board meetings	<u>£2,342</u>	<u>£2,490</u>
	<u>£8,240</u>	<u>£9,576</u>

7. Instructional books about marketing and fundraising were purchased at a cost of £10 each in 2010 for sale to members 15 copies were sold in 2012 and 19 copies remain in stock

- 8 Debtors are made up as follows

	2012	2011
Seminars	£488	£50
Membership	£150	£0
CCLA Interest	£63	£0
Payments in advance	£23,235	£2,822
Advertising income	<u>£0</u>	<u>£550</u>
	<u>£23,936</u>	<u>£3,422</u>

- 9 Creditors are made up as follows:

	2012	2011
Accountant's inspection /Audit fee	£600	£600
Subscriptions prepaid	£55,340	£49,300
Staff costs	£4,256	£4,557
Office costs and admin expenses	£0	£18
Website hosting	£0	£48
Premises costs	£0	£134
Conference & Seminars prepaid	£16,196	£19,591
Credit note outstanding	<u>£0</u>	<u>£90</u>
	<u>£76,392</u>	<u>£74,338</u>

10. Trustees received payment of expenses for actual expenditure necessarily incurred whilst they were carrying out their function as trustees of the charity Trustees did not receive any other remuneration from IDPE