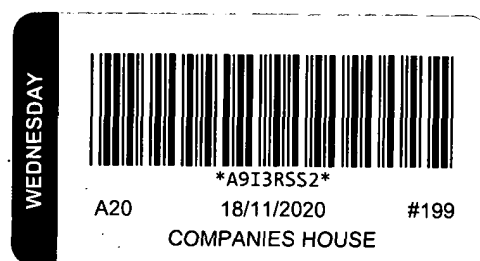




**GROUP AND SUBSIDIARY  
ANNUAL REPORT AND CONSOLIDATED ACCOUNTS FOR THE PERIOD**

**1 JANUARY 2019 TO 31 DECEMBER 2019**



**Charity Registration Number: 1100927**

**Company Registration Number: 3761777**

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

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**IDPE  
REPORT AND CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019**

**Legal and Administrative Information**

Registered Charity Number 1100927

Company Number 3761777

**Trustees**

C Atkinson<sup>1</sup>

A Beales<sup>1</sup>

I Bennett (until 26 September 2019)

P Britton (appointed 14 August 2019)

J Claughton (appointed 18 July 2019 until 18 February 2020)

M Coote

S Davey (until 10 July 2019)

M Dear<sup>1</sup> (until 10 July 2019)

D Goodhew (appointed 20 August 2019)

K Hartshorn<sup>1</sup>

J Hodges<sup>1</sup>

S Jones

M Lindo

S Ritchie (until 10 July 2019)

P Rothwell<sup>1</sup>

*Note. <sup>1</sup> Member of the Finance and General Purposes Committee*

**Chairman**

K Hartshorn

**Chief Executive Officers**

J Beckett

L Bennett (from 1 January 2020)

**Charity Correspondent and Company Secretary:**

R M Eyles (until 22 May 2019)

**Charity Correspondent**

V Roe (from 22 May 2019)

**Registered office address:**

Kelston Park

Bath

BA1 9AE

**Independent Auditor:**

MHA Monahans

Fortescue House

Court Street

Trowbridge

BA14 8FA

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

**Bankers:**

CAF Bank  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

Barclays Bank UK PLC  
1 Churchill Place  
London  
E14 5HP

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

**IDPE  
REPORT AND CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019  
TRUSTEES REPORT CONTINUED...**

## **Trustees' Report**

The Trustees present their report for the period 1 January 2019 to 31 December 2019.

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 1 and 2 forms part of the report. The accounts comply with current statutory requirements, the Memorandum and Articles of Association 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 (FRS102).

## **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, particularly alumni relations and fundraising, relevant to the provision of education
- promoting high standards in development, particularly alumni relations and fundraising, relevant to the provision of education
- providing guidance and support for development, particularly alumni relations and fundraising, relevant to the provision of education
- carrying out research relevant to providing training in development, particularly alumni relations and fundraising, relevant to the provision of education

## **Policies adopted to further the objects of the charity**

IDPE aims to enable all schools, from the state and independent sectors, to develop cultures of giving, so that they can provide the best educational experience for young people.

IDPE does this by championing best practice in schools' fundraising and engagement through providing training, guidance, support, benchmarking and partnership work across the schools' sector.

## **Structure, governance and management**

IDPE is governed by the Board of Trustees. The list of trustees is set out on page 1 of this report. There is one sub-committee – the Finance and General Purposes Committee. There are eleven employees of the Charity: two are full time and nine are part-time. The day to day management of IDPE is under the direction of the Chief Executive Officers.

## **Methods adopted for recruiting and appointing new trustees**

The Articles of Association of IDPE empower it to have a minimum of five trustees with no maximum specified. All members are invited annually to stand for election as a trustee. These nominations are put to the full membership for voting at the AGM.

**IDPE  
REPORT AND CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019  
TRUSTEES REPORT CONTINUED...**

A new category of nominated trustee was introduced in 2014 and this person can be anyone qualified to be a trustee whom the board wishes to appoint. They are not elected at the AGM, though members must be informed. They also can serve for a maximum of six years but have to be elected again after three.

**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 Deputy 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.

**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 Chief Executive Officers 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 co-operates in pursuit of its charitable objectives**

IDPE actively engages with organisations across both the education and fundraising sectors to champion best practice in schools' fundraising and engagement. IDPE provides a voice for all schools, through working closely with ISC, HMC, AGBIS, ISBA, GSA AMCIS, ISBL, and GSHA within the schools' sector, as well as the Fundraising Regulator and Institute of Fundraising.

**IDPE membership**

Institutional

This is available to educational institutions and provides access to training and support, benchmarking and resources, for all members of staff involved in professional fundraising and engagement within a school. This class of member has one vote at general meetings by a nominated representative.

Associate

In a few special cases the Board may allow an individual working for a qualifying non-profit organisation or looking to enter the sector, to join as an individual member. Benefits of membership in this category are the same as for an institutional member but this category of membership does not have voting rights at general meetings

**IDPE  
REPORT AND CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019  
TRUSTEES REPORT CONTINUED...**

Corporate Partnerships

This is available to those organisations not eligible to join as an educational institution. Employees, directors or partners may attend IDPE's Annual Conference and professional development programme and/or specialist forums and regional meetings, by invitation. E-bulletins are sent to a nominated email address. Corporate partners do not have a vote at general meetings and they are not eligible to propose an employee, for example, for election as a Trustee. They do pay an annual partnership fee and benefit from a listing on the supplier section of IDPE's website.

IDPE also works with a number of major corporate partners, offering bespoke packages of engagement to these corporate partners in return for sharing their support and expertise with the schools' community.

**Review of activities and future developments**

General Report

In 2019, IDPE celebrated 20 years of supporting schools to develop successful fundraising and engagement programmes. In November 2019, members, partners, colleagues, and friends joined us in celebrating 20 years of IDPE supporting schools to provide the best educational experiences for young people.

2019 saw a continued focus on delivering our three-point commitment to members, responding to the needs identified in our 2018 Membership Survey. Our commitment to members is to:

- Provide access to best practice, training and support through a variety of platforms and in the most cost-effective way to members;
- Help manage internal relationships and expectations of schools' development, through educating and partnering with other educational organisations;
- Champion schools' development and influencing the wider education and charitable sector.

Our flagship event, the annual conference, was held once more in Birmingham with the theme of Make an impact. The response was excellent, with 475 delegates attending 37 sessions over two days, mixed with an exhibition hall, networking opportunities, and a celebration of how development 'makes an impact' at the IDPE 2019 Annual Awards. Overall, 95% of delegates reported that the conference met or exceeded their needs, along with 90% of corporate partners and exhibitors.

In addition to the conference, IDPE continued to invest in its professional development programme to provide schools with advice, support, best practice and learning. Our new series of 30 free webinars, supported over 600 development professionals, we piloted a new podcast series sharing expertise, and we developed guides in alumni relations and social fundraising.

2019 saw the launch of IDPE's fourth benchmarking report. With 152 schools participating, the benchmarking report enables schools to compare and evaluate their performance, identify strengths and areas for development in their existing programme and make informed decisions on how to enhance their fundraising performance.

Income generation continued to be a key focus of the charity. Corporate partnership income allows the charity to reduce costs to members for professional development, and provide key content for the professional development programme. IDPE was delighted to announce several new corporate partnerships in 2019, raising 10% more income from major partners in 2019 to invest in supporting the

**IDPE  
REPORT AND CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019  
TRUSTEES REPORT CONTINUED...**

schools' sector. These partners also invest in the schools' development community through the provision of webinars, guides and conference sessions.

IDPE's regional networks and specialist forums continued to play a vital role in supporting members, providing accessible training and time for discussion with peers. Attendance at regional meetings in 2019 was up 5% on the previous year, and thanks to the support of our 30 IDPE regional vice-presidents (volunteers), we organised 22 regional meetings, bringing the IDPE community together, across the UK.

In 2019, IDPE registered for VAT. This offered us the opportunity to review our policies and processes, including our governance and as a result, we recruited 2 senior leaders onto the Board, to support IDPE in its mission to champion development. We also developed our appraisal process to include more regular support sessions with staff and termly team days.

Much of the work IDPE does could not have been achieved without the valuable efforts and time contributed by volunteers. In addition to the regional volunteers and trustees, other volunteers give their time and expertise throughout the year, speaking at events, mentoring those newer to the profession, and acting as IDPE advocates in their peer groups. It is thanks to them that we are able to champion best practice in community engagement and philanthropic support to all schools.

#### Governance and Constitution

During the year, Clare Atkinson was duly elected as joint Deputy Chairman. Isabella Bennett, Sean Davey, Matthew Dear and Sarah Ritchie left the Board of Trustees. The board welcomed John Cloughton, Philip Britton and David Goodhew as new trustees. John Cloughton subsequently resigned and left the Board of Trustees.

Due to the Coronavirus pandemic and following guidance from both Companies House and the Charity Commission, IDPE cancelled its Annual General Meeting in 2020. Members were informed and invited to vote remotely on the re-election of three trustees; Clare Atkinson, Simon Jones and Philip Rothwell. Members also voted on extending Andrew Beales tenure by one year as he was due to leave the Board of Trustees at the 2020 Annual General Meeting. This action was approved by the Charity Commission and Companies House.

#### Membership Development

IDPE's membership continued to grow year on year. At the end of 2019 IDPE's membership was up from 388 to 390 member schools. This includes 29 new members to IDPE less 27 who did not renew their membership.

#### External Relations

IDPE has continued to experience a significant uplift in the number of requests to speak sector-wide about the role of development in schools. IDPE has been represented at conferences and events including AGBIS, HMC, IAPS and ISBA as well as speaking at a number of corporate partner events.

IDPE will continue to collaborate with organisations representing senior leaders in schools in 2020, to disseminate best practice and ensure schools develop cultures of giving including a major event in partnership with the HMC and AGBIS, the fourth Bursaries Conference.



**IDPE  
REPORT AND CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019  
TRUSTEES REPORT CONTINUED...**

COVID-19 – our response

The impact of COVID-19 on IDPE member schools has been mixed, with some schools furloughing entire development teams, some reducing staffing levels and focussing purely on engagement activity, and others continuing to fundraise for hardship funds or resources such as IT provision, for the most vulnerable in their school community.

IDPE has continued to support both our member schools and the wider education sector throughout the pandemic. We have continued to champion the importance of development through our 'Don't press pause on development' campaign and we have evolved our professional development programme and services to deliver these virtually, for example:

- providing opportunities to network and share experience through moving our regional meetings online
- sharing information from across the sector via podcasts, articles and our website with all schools
- creating IDPE Live, our first-ever virtual learning experience, to provide FREE training and support for the education sector, in place of our postponed annual conference

As a business, IDPE has to date, focussed on:

- Introducing homeworking for all staff
- Reducing costs where possible, for example furloughing staff/reducing hours and redundancies, reducing office costs
- Evolving our business strategy so we can continue to support schools through the COVID crisis and beyond

COVID-19 – the future

Moving forward, IDPE will focus on three key priorities:

- Retaining income from existing members and partners
- Diversifying services and optimising income from new markets
- Mitigating risk and reducing costs

We will continue to gather intelligence about the changing needs and challenges of schools, and will evolve our services to ensure relevance and value. We will focus on personally engaging with our members and corporate partners to strengthen relationships, whilst developing new initiatives to:

- add choice, value and retain income from existing members and corporate partners through providing a broader offer (capturing a larger share of school budgets)
- engage new markets and attract income from new schools and corporate partners

Finally, we will focus on supporting all schools as they face the financial impact of the pandemic, and will continue to champion the need for schools to 'Press play on development' moving forward. The trustees consider this will safeguard the future, and thus not change the going concern position.

**Financial Report**

The financial results for the year and financial position of the group are shown in the financial statements. Overall group income has exceeded group expenditure generating a surplus of £15,365 (2018: £37,005).

**IDPE  
REPORT AND CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019  
TRUSTEES REPORT CONTINUED...**

**Policies**

Reserves

It is not the policy of IDPE to hold restricted reserves. All income is used for the operation of the charity. 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 and to take advantage of unexpected opportunities that might benefit the membership in terms of additional services offered by the charity.

The trustees reconsidered the prudent level at which general reserves should be held back in 2012 and decided on a longer-term target equal to 30% of typical expenditure over a year. At the end of 2019 reserves of the group were £172,937 (reserves of the charity were £101,238). It is the intention of the trustees that these higher levels of reserves should remain the longer-term target, but carefully managed to provide future growth potential for IDPE. As the business grows and adapts to meet the needs of its members, the trustees recognise that further investment in the infrastructure, goods and services provide by IDPE will be necessary.

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. In 2019 13 individuals attended the conference on free bursary-assisted day places.

Policy to Manage Risk

The Trustees undertook an annual 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. The policies are reviewed on an ongoing informal basis by the trustees and reviewed on a formal basis at the last Board meeting of each year when the Budget for the following year is agreed.

**Public Benefit**

The objects of IDPE are to provide training and to develop and promote best practice in the fields of development, fundraising, engagement, support and management relevant to the provision of education. The membership benefiting from the work of the IDPE is made up of development professionals and individuals such as heads, bursars and governors supporting development, in schools (both independent and state). Through access to this training and promotion of best practice, schools are able to develop better relationships with their supporters and beneficiaries, improving their accountability to them and raising funds efficiently in accordance with the standards laid down by the Fundraising Regulator (of which the IDPE is a member). IDPE supports schools to:

- improve learning environments and resources for pupils
- improve access to independent education for children from disadvantaged backgrounds
- improve mentoring and careers support for young people
- improve partnerships between state and independent schools

Membership fees are kept at a modest level so that every school who is eligible to join is able to do so and IDPE works on behalf of all schools to champion the importance of community engagement and philanthropic support so that schools can provide the best educational experience for children and young people. There are no geographical restrictions, and whilst members are predominantly based in the UK, we do have some international schools within the IDPE community.

**IDPE  
REPORT AND CONSOLIDATED FINANCIAL STATEMENTS  
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TRUSTEES REPORT CONTINUED...**

**Trustees' responsibilities in relation to the accounts**

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

Company law requires trustees to prepare accounts 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 accounts;
- and prepare the accounts 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 1 to 9, was approved by the Trustees and was signed on their behalf by:

*Karen Hartshorn*

**Karen Hartshorn**  
Chairman  
On behalf of the Trustees

12 Oct 2020

**IDPE  
REPORT AND CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019  
CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME & EXPENDITURE  
ACCOUNT)**

**Independent Auditor's Report to the Members and Trustees of IDPE**

**Opinion**

We have audited the financial statements of IDPE (the 'parent charitable company') and its subsidiaries (the 'group') for the year ended 31 December 2019 which comprise the consolidated statement of financial activities, the group and parent charitable company balance sheets, the group and parent charitable company cash flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and parent charitable company's affairs as at 31 December 2019, and of the group's incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006 and the Charities Act 2011.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group and parent charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the group's or parent charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

**Other information**

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report<sup>1</sup>, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

**Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**  
**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME & EXPENDITURE**  
**ACCOUNT)**

**Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the group and parent charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 and the Charities Act 2011 requires us to report to you if, in our opinion:

- adequate and sufficient accounting records have not been kept by the parent charitable company, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company's financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit. [; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

**Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement set out on page 8, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group's and parent charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the group or the parent charitable company or to cease operations, or have no realistic alternative but to do so.

**Auditor's responsibilities for the audit of the financial statements**

We have been appointed auditor under [the Companies Act 2006 and section 151 of the Charities Act 2011 and report in accordance with those Acts.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

**Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the charitable company's trustees, as a body, in accordance with [Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's members and its trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

James Gare (Senior Statutory Auditor)  
For and on behalf of MHA Monahans  
Statutory Auditor  
Chartered Accountants  
Fortescue House  
Court Street  
Trowbridge  
Wiltshire  
BA14 8FA



14 October 2020

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**  
**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME & EXPENDITURE ACCOUNT)**

	Notes	2019 £	2018 £
<b>Income and Endowments from:</b>			
Other trading activities	2	74,832	78,690
Investments		218	88
Charitable activities	3	472,432	480,847
		<hr/>	<hr/>
<b>Total Income</b>		547,482	559,625
<b>Expenditure</b>			
Raising Funds	4	28,485	27,456
Charitable Activities	5	503,632	495,164
		<hr/>	<hr/>
<b>Total Expenditure</b>		532,117	522,620
<b>Net Movement in Funds</b>		15,365	37,005
<b>Reconciliation of funds:</b>			
Total funds brought forward		<u>157,572</u>	<u>120,567</u>
Total funds carried forward		<u>172,937</u>	<u>157,572</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 14 to 19.

**IDPE  
REPORT AND CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2019  
BALANCE SHEET- GROUP**

	Notes	2019 £	2018 £
Fixed Assets	8	6,367	7,149
<b>Current assets</b>			
Debtors	9	94,375	36,120
Cash at bank:		263,641	276,718
<b>Total Current Assets</b>		358,015	312,838
<b>Liabilities</b>			
Creditors: Amounts falling due within 1 year	10	191,446	162,415
<b>Net Current Assets</b>		166,570	150,423
<b>Total Net Assets</b>		<u>172,937</u>	<u>157,572</u>
<b>Funds of the charity:</b>			
Unrestricted Fund		<u>172,937</u>	<u>157,572</u>
Total Funds		<u>172,937</u>	<u>157,572</u>

There are no restricted funds.

The notes are set out on pages 14 to 19

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

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The accounts were approved and authorised for issue by the Trustees and signed on their behalf by:

*Karen Hartshorn*

12 Oct 2020

Chairman  
Karen Hartshorn

*Justin Hodges*

12 Oct 2020

Chairman of Finance and General Purposes Committee  
Justin Hodges

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**  
**BALANCE SHEET- CHARITY**

	Notes	2019 £	2018 £
Fixed Assets	8	6,367	7,149
Investments		1	1
<b>Current Assets</b>			
Debtors	9	76,506	21,420
Cash in hand		247,590	276,718
<b>Total Current Assets</b>		324,096	298,138
<b>Liabilities</b>			
Creditors: Amounts falling due within 1 year	10	229,225	224,135
<b>Net Current Assets</b>		94,871	74,003
<b>Total Net Assets</b>		<u>101,238</u>	<u>81,153</u>
<b>Funds of the charity:</b>			
Unrestricted Fund		<u>101,238</u>	<u>81,153</u>
<b>Total Funds</b>		<u>101,238</u>	<u>81,153</u>

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP. The accounts were approved and authorised for issue by the Trustees and signed on their behalf by:

*Karen Hartshorn*

12 Oct 2020

\_\_\_\_\_  
Chairman  
Karen Hartshorn

*Justin Hodges*

12 Oct 2020

\_\_\_\_\_  
Chairman of Finance and General Purposes Committee  
Justin Hodges



**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
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**STATEMENT OF CASH FLOWS AND CONSOLIDATED STATEMENT OF CASH FLOWS**

	<b>Group 2019 £</b>	<b>Charity 2019 £</b>	<b>Group 2018 £</b>	<b>Charity 2018 £</b>
<b>Cash flow from operating activities</b>	(13,316)	(29,367)	53,744	53,745
Interest paid	-	-	-	-
<b>Net cash flow from operating activities</b>	<b>(13,316)</b>	<b>(29,367)</b>	<b>53,744</b>	<b>53,745</b>
<b>Cash flow from investing activities</b>				
Proceeds from sale tangible fixed assets	21	21	-	-
Payments to acquire investments	-	-	-	-
Interest received	218	218	88	88
<b>Net cash flow from investing activities</b>	<b>239</b>	<b>239</b>	<b>88</b>	<b>88</b>
<b>Net decrease in cash and cash equivalents</b>	<b>(13,077)</b>	<b>(29,128)</b>	<b>53,832</b>	<b>53,833</b>
<b>Cash and cash equivalents at 1<sup>st</sup> January 2019</b>	<b>276,718</b>	<b>276,718</b>	<b>222,886</b>	<b>222,885</b>
<b>Cash and cash equivalents at 31<sup>st</sup> December 2019</b>	<b>263,641</b>	<b>247,590</b>	<b>276,718</b>	<b>276,718</b>
<b>Cash and cash equivalents consists of:</b>				
Cash at bank and in hand	263,641	247,590	276,718	276,718
<b>Cash and cash equivalents at 31<sup>st</sup> December 2019</b>	<b>263,641</b>	<b>247,590</b>	<b>276,718</b>	<b>276,718</b>

**Reconciliation of net income to net cash flow from operating activities**

	<b>2019 Group £</b>	<b>2019 Charity £</b>	<b>2018 Group £</b>	<b>2018 Charity £</b>
Net income for year	15,365	20,085	37,005	(39,414)
Depreciation of tangible fixed assets	761	761	2,414	2,414
Interest receivable	(218)	(218)	(88)	(88)
(Increase) / decrease in debtors	(58,255)	(58,086)	(6,745)	7,955
Increase / (decrease) in creditors	29,031	5,090	21,158	82,878
<b>Net cash flow from operating activities</b>	<b>(13,316)</b>	<b>(29,367)</b>	<b>53,744</b>	<b>53,745</b>

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**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**

**1. ACCOUNTING POLICIES**

**General**

**Basis of Accounting**

The charity constitutes a public benefit entity as defined by FRS102. These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts and in accordance with the with 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

**Legal Status of the Charity**

IDPE is a private limited company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found on the company information page. The presentational currency of the accounts is pound sterling.

**Incoming Resources**

Subscriptions, charges and interest income are accounted for on a receivable basis. Monies received in advance are accounted for in the appropriate accounting period.

**Resources Expended**

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

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

Trustees are responsible for approving the annual salary rise and the CEOs are responsible in consultation with members of the Senior Management Team for approving salaries for new starters. Periodically an external review of staff and their hours and salaries is carried out with approval by the Trustees.

**Fixed assets**

Tangible fixed assets are stated at cost less depreciation. Capital expenditure is deemed to be items purchased at £500 or over, that have a useful life of more than one year. Depreciation is provided at rates calculated to write off the cost of the fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Fixtures, fittings and equipment – 5 years straight line basis

Investments – The investment represents shares held in IDPE (Trading) Limited (company number 11073956) which is a wholly owned subsidiary. The company was incorporated on 21 November 2017 and started trading on 1 January 2018.

**Debtors**

Trade and other debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid.

**Cash**

Cash at bank includes short term highly liquid investments with a short maturity of three months or less.

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**Creditors**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount.

**Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**Charitable activities**

IDPE arranges collaborative events, such as a Schools Bursaries Conference every other year, with other organisations. In some instances IDPE takes overall responsibility for all income and expenditure for such an event, and the profit is shared between the collaborating organisations. As financial responsibility changes from year to year between organisations, these accounts and comparative figures have been compiled showing the overall profit figure earned by IDPE at such events to ensure year on year comparatives are meaningful, regardless of which organisation manages the income and expenditure accounting.

**Group financial statements**

These group financial statements consolidate the results of the charity and its wholly-owned subsidiary IDPE (Trading) Limited, both of which make up their financial statements to 31 December. A separate statement of financial activities, or income and expenditure account, for the charity itself is not presented because the charity has taken advantage of the exemptions afforded by Section 408 of the Companies Act 2006.

**Funds**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

**Going Concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

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**2. Income from Trading subsidiary**

The wholly-owned trading subsidiary, IDPE (trading) limited, company number 11073956, which is incorporated in the United Kingdom, pays all its taxable profits to the charity by Gift Aid. IDPE (trading) Limited provides job advertising. The charity owns the entire issued share capital of 1 ordinary share of £1. A summary of the trading results as recorded in that company's statutory accounts (therefore, gross of all intra-group transactions) is shown below:-

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>Turnover and interest receivable</b>		
Job Advertising	74,832	78,690
<b>Cost of sales and administrative expenses</b>	(3,133)	(2,271)
Profit for the period	<u>71,699</u>	<u>76,419</u>

**3. Income from charitable activities is broken down as follows:**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Conferences and seminars	277,384	315,939
Membership subscriptions	192,999	164,308
Book sales	2,050	600
	<u>472,432</u>	<u>480,847</u>

4. Costs of generating funds is 5% of the total direct and support costs borne by the main account together with trading subsidiary operations.

**5. Costs of Charitable Activities - Group**

	<i>Direct costs</i>	<i>Support Costs</i>	<i>Total 2019</i>	<i>Total 2018</i>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Conferences and seminars	158,493	-	158,493	212,640
Support to members	-	345,139	345,139	282,524
	<u>158,493</u>	<u>345,139</u>	<u>503,632</u>	<u>495,164</u>

	<i>Direct Costs</i>	<i>Support Costs</i>	<i>Total 2018</i>
	<b>£</b>	<b>£</b>	<b>£</b>
Conferences and seminars	212,640	-	212,640
Support to members	-	282,524	282,524
	<u>212,640</u>	<u>282,524</u>	<u>495,164</u>

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Support costs allocated to charitable activities

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Staff costs	234,783	213,450
Office costs	18,552	24,590
Premises costs	16,408	18,577
Admin expenses	18,570	15,702
Marketing and PR	8,891	1,160
Unclaimable VAT	23,864	-
Legal & professional costs	21,356	5,876
Sundry charitable expenditure	2,716	3,169
	<u>345,139</u>	<u>282,524</u>

**6. Staff costs**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Salaries and wages	228,121	207,860
Social security costs	10,229	10,619
Pension costs	8,790	6,206
Total	<u>247,140</u>	<u>224,685</u>

No employee earned more than £60,000. Average number of full time equivalent employees employed during the year was 7 (2 full time employee and 9 part-time) (2018: 6 full time equivalents). Of these two were employed on fundraising, two on governance and finance and the others on charitable activities. Key management personnel comprised the CEOs, the Finance Manager and the Business Manager– all of whom are part-time. Their total combined salaries were £120,560 (2018: £91,839).

**7. Group- Net movement in funds is after charging:**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Audit fees	5,808	-
Independent Examiners Fee	-	2,295
Depreciation	761	2,414
	<u>6,569</u>	<u>4,709</u>

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**8. Fixed Assets- Charity**

	Fixtures, fittings and equipment	Investments	Total
	£	£	£
At 1.1.19	12,069	1	12,070
VAT Adjustment to Cost	(2,291)	-	(2,291)
Additions	2,270	-	2,270
At 31.12.19	12,048	1	12,049
At 1.1.19	4,920	-	4,920
Depreciation	761	-	761
At 31.12.19	5,681		5,681
Net book value at 1.1.19	7,149	1	7,150
Net book value at 31.12.19	6,367	1	6,368

**9. Debtors:**

	2019 Group £	2019 Charity £	2018 Group £	2018 Charity £
Trade Debtors	61,570	43,701	17,317	2,617
Prepayments and accrued income	28,377	28,377	18,684	18,684
Other debtors	4,428	4,428	119	119
	94,375	76,506	36,120	21,420

**10. Creditors:**

	2019 Group £	2019 Charity £	2018 Group £	2018 Charity £
Trade Creditors	1,842	1,842	4,421	4,421
Intercompany IDPE Trading Ltd	-	38,788	-	62,680
Accruals & deferred income	148,845	147,837	143,258	142,298
Tax & Security Costs	27,711	27,711	3,655	3,655
Other creditors	13,048	13,048	11,081	11,081
	191,446	229,225	162,415	224,135

Deferred income comprises advance receipts for 2020 membership fees, 2020 seminar places and 2020 IDPE Annual Conference places.

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**11. Financial instruments**

The carrying amount of the charity's financial instruments are as follows:

<b>Group</b>	<b>2019 £</b>	<b>2018 £</b>
<b><i>Financial assets</i></b>		
Debt instruments measured at amortised cost:		
- Trade debtors (note 9)	61,570	17,317
<b><i>Financial liabilities</i></b>		
Measured at amortised cost:		
- Trade creditors (note 10)	1,842	4,421
 <b>Charity</b>	 <b>2019 £</b>	 <b>2018 £</b>
<b><i>Financial assets</i></b>		
Debt instruments measured at amortised cost:		
- Trade debtors (note 9)	43,701	2,617
Equity instruments measured at amortised cost less impairment:		
- Fixed asset unlisted investments (note 8)	1	1
<b><i>Financial liabilities</i></b>		
Measured at amortised cost:		
- Trade creditors (note 10)	1,842	4,421
- Amounts owed to group undertakings (note 10)	38,788	62,680
	<u>40,630</u>	<u>67,101</u>

**12. Related party transactions**

The charity has taken advantage of the exemption, under the terms of Financial Reporting Standard 102 'The Finance Reporting Standard applicable in the UK and Republic of Ireland', not to disclose related party transactions with wholly owned subsidiaries within the group.

Trustees only received payment of expenses for actual expenditure necessarily incurred whilst they were carrying out their function as trustees of the charity. No trustee received remuneration or other benefit from their work with the charity. In 2019 no related party transactions were reported.

Travel and subsistence costs of £1,219 (2018: £1,942) were reimbursed to 7 trustees or paid directly to third parties on their behalf.

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**13. Operating Lease Commitments**

The following operating lease commitments reported as at 31 December 2019 were as follows:

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Within the year	24,821	19,052
Between 2 and 5 years	53,107	-
More than five years	-	-
	<u>77,928</u>	<u>19,052</u>

**14. Ultimate Controlling Party**

The Trustees consider that the charity is jointly controlled by the trustees and that there is no ultimate controlling party.