



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

1 JANUARY 2022 TO 31 DECEMBER 2022

Charity Registration Number: 1100927

Company Registration Number: 3761777

IDPE
REPORT AND CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

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Legal and Administrative Information

Trustees

P Anderson (appointed 20 June 2022)
C Atkinson^{1 2}
S Baker
P Britton^{1 2}
M Bushell (appointed 20 June 2022)
W Ethelston (resigned 27 January 2023)¹
M Fenton
S Fenton²
R Gaston
D Goodhew
W Grant^{1 2}
K Hartshorn (resigned 20 June 2022)²
S Jones
P Rothwell^{1 2}

Note. ¹ Member of the Finance and General Purposes Committee

² Member of the Appointments Committee

Chair

P Britton

Chief Executive Officers

L Bennett

Company Secretary

V Roe

Registered office address:

Kelston Park
Bath
BA1 9AE

Independent Auditor:

Sumer Audit
Fortescue House
Court Street
Trowbridge
BA14 8FA

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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
Senator House
85 Queen Victoria Street
London
EC4V 4ET

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

Trustees' Report

The Trustees present their report which also incorporates the directors report for the period 1 January 2022 to 31 December 2022.

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 are two sub-committees, both of which have established Terms of Reference, approved by the full board:

The Finance and General Purposes Committee: terms of reference state the purpose of this committee is to monitor the charity's financial performance, including the operating account and any designated reserves, and to examine other relevant operational and statutory matters relating to the financial and general management of IDPE.

The Appointments Committee: terms of reference state the purpose of this committee is to review board composition ensuring the skills on the board enable the organisational strategy to be delivered and that any skills/representational or diversity gaps are addressed.

As at 31st December there are eight permanent employees of the Charity: two are full time and six are part-time. The day to day management of IDPE is under the direction of the Chief Executive Officer.

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IDPE is committed to complying with the Charity Governance Code for smaller charities. Every two years, the IDPE board review governance and organisational practices against the principles laid out in the code and make well-considered decisions about these that can be applied to IDPE. A full report on the review, outcomes and actions is available to charity members by contacting the Company Secretary.

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.

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.

There must always be more member-elected trustees than nominated trustees.

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 be elected by the board to act as an officer of the Institute. Current officers include Chair, two Deputy Chairs, Chair of the Finance and General Purposes Committee and Chair of the Appointments Committee. A three-year term is applied to all officer appointments unless it is felt by the board that a longer term is necessary to ensure continuity and consistency. This provision is not within the constitution but is followed in accordance with governance best practice. Trustees must retire from all officer positions when they retire as a trustee.

In carrying out their duties the Trustees meet at least three times a year and liaise via email between meetings. In accordance with IDPE's governing document, trustee meetings can be held either remotely or face-to-face. Any virtual meeting must enable all trustees to be seen and heard.

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 Chair and Chief Executive Officer 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 Chartered Institute of Fundraising.

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IDPE membership

School Membership

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.

Corporate Membership

Membership of the charity is available to organisations that supply services to the sector and are not eligible to join as an educational institution. These organisations enjoy many of the same benefits as educational institutions such as regular communications (sent to a nominated email address), free resources and training and invitations to attend networking events. In addition, corporate members benefit from additional marketing and promotional opportunities to showcase their product or organisation to the sector.

Corporate members 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 membership fee.

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

We continue to support our members by offering a range of accessible training and support from our annual webinar programme and specialist forums to our termly regional meetings and the growing number of resources within our members' resource library, providing accessible training and support for our members. We have also continued to grow our support for schools and individuals new to development, with our New to development programme, providing an introduction to all aspects of professional fundraising and engagement in schools; our Fundraising for school leaders programme, designed to fast-track heads to set up and lead effective professional fundraising programmes; and our free State school fundraising toolkit, providing guidance to state schools starting out on their development journey.

In January 2022, 170 delegates joined us for the fifth School Bursaries and Partnerships Conference, delivered in partnership with HMC and AGBIS, to empower schools to advance their bursary and partnership programmes. The IDPE 2022 Annual Conference offered both a two-day in-person event and a two-day virtual event, with a range of sessions sharing emerging best practice and the latest innovations from across the sector. Over 500 delegates joined us across the four days, and 96% of respondents to our evaluation said that they would recommend IDPE's annual conference to a colleague.

We held our second Celebration of Giving Week in November 2022, offering an opportunity to share best practice and celebrate philanthropy and engagement in schools, and re-launched our

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Development Awards, offering the opportunity for schools to showcase and be recognised for, their innovation and creativity in schools' development.

We continue to work closely with our 26 corporate members, and following feedback, have evolved our membership scheme, to offer further opportunities for corporate members to share their expertise, and increase value for our member schools.

Much of the work IDPE does could not have been achieved without the valuable efforts and time contributed by our 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 ambassadors for IDPE. We would like to take this opportunity to thank the IDPE community for their continued support and commitment.

2022 saw the introduction of a new membership model to address the changing landscape in the schools' sector, and as we look to the future, we want to broaden our membership base, and to provide relevant and tailored membership journeys and professional development, for the different schools we support. In 2023, we will:

- develop support and professional development opportunities for advanced development practitioners
- grow our support for school leaders through expanding our fundraising for school leaders programme to support bursars in understanding their role in development
- evolve our digital strategy, supporting us to work smarter and enhancing our member services
- continue to work across the sector to develop partnerships with associations and corporate partners, and with the support of our most recent benchmarking report, champion best practice in schools' fundraising and engagement

Governance and Constitution

Following a review of board composition and representation, a trustee recruitment campaign was conducted in 2022. Two trustees were appointed by the board in order to ensure an appropriate mix of skills to support the delivery of IDPE's strategic plan. Peter Anderson and Melanie Bushell were appointed and members approved their appointment at the AGM. One trustee retired at the AGM: Karen Hartshorn.

Membership Development

IDPE's membership remained strong, with 92% retention and 19 new member schools. At the end of 2022, IDPE's membership was 357 in comparison to 367 member schools in 2021.

External Relations

IDPE continues to champion the impact of schools' development through our partnerships with a number of schools' associations including AGBIS, ISBA, HMC and GSA on jointly-branded webinars, thought pieces and events, such as the School Bursaries and Partnerships Conference. We are also increasingly being offered the opportunity to provide speakers to support the professional development of school leaders, such as ISBL's regional meetings and HMC and GSA's inductions for Heads.

In 2023, we will look to grow this engagement with the wider schools' sector and through sharing the key messages and best practice from our latest benchmarking report, continue to champion schools' development. We will build on the success of the Fundraising for school leaders programme, by working with ISBA to adapt the programme to deliver similar training to bursars as well as to Heads.

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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 £25,611 (2021: £30,615).

Policies

Reserves

IDPE does not 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 2022 reserves of the group were £237,396 (reserves of the charity were £192,834), this equates to 49% of typical expenditure over a year. 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 provided 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. The number of bursary places awarded in 2022 was 7. These were funded through conference sponsorship.

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. We recognise that schools with lower pupil numbers, often have a smaller community base and limited

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resources therefore from January 2023 we will be introducing a new, fairer membership model to better reflect the different schools we support. 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.

All Trustees have due regard to the charities commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

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.

Trustees are responsible for approving any salary rises of the senior management team, and the CEO is responsible in consultation with members of the Senior Management Team for approving salaries for all other staff members. When appointing new members of staff, salaries are benchmarked against similar positions across the charitable sector. As part of the staff appraisal process, roles and responsibilities are reviewed. If these are seen to have changed, then these are benchmarked against other similar roles across the charitable sector and any changes to remuneration are carried out with approval by the trustees.

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 their 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 8, was approved by the Trustees and was signed on their behalf by:

Philip Britton

Jun 21, 2023

Philip Britton

Chair

On behalf of the Trustees

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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 2022 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 2022, 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

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the group's or parent charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report¹, 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. We have nothing to report in this regard.

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.

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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 9, 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.

Based on our understanding of the charitable company and sector, we identified that the principal risks of non-compliance with laws and regulations related company and charity legislation, and we considered the extent to which non-compliance might have a material effect on the financial statements of the charitable company. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Charities Statement of Recommended Practice and the Companies Act 2006. We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls), and determined that the principal risks were related to potential lack of segregation of duties, bookkeeping errors and management bias in accounting estimates and judgemental areas of the financial statements. Audit procedures performed by the audit engagement team included:

- Enquiry of management and those charged with governance about any known or suspected instances of non-compliance with laws and regulations and fraud;
- Reviewing minutes of meetings of those charged with governance and any correspondence with The Charity Commission;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing analytical procedures to identify any unusual or unexpected relationship that might indicate a risk of material misstatement due to fraud;
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias.

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There are inherent limitations in the audit procedures described above and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we would become aware of it. Also, the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

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. 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 Sumer Audit
Statutory Auditor
Chartered Accountants
Fortescue House
Court Street
Trowbridge
Wiltshire
BA14 8FA

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

	Notes	2022	2021
		£	£
Income and Endowments from:			
Other trading activities	2	94,176	67,580
Investments		604	6
Donations and legacies		-	-
Charitable activities	3	416,787	299,237
		<hr/>	<hr/>
Total Income		511,567	366,823
Expenditure			
Raising Funds	4	24,839	18,138
Charitable Activities	5	457,767	318,070
		<hr/>	<hr/>
Total Expenditure		482,606	336,208
Net gains (losses) on investments		(3,350)	-
Net Movement in Funds		25,611	30,615
Reconciliation of funds:			
Total funds brought forward		<hr/> 211,786	<hr/> 181,171
Total funds carried forward		<hr/> <u>237,397</u>	<hr/> <u>211,786</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 23.

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BALANCE SHEET- GROUP

	Notes	2022 £	2021 £
Fixed Assets			
Intangible assets	8	9,810	6,450
Tangible assets	8	4,444	2,412
Investments	8	96,650	-
Current Assets			
Debtors	9	130,345	133,133
Cash at bank:		234,172	333,869
Total Current Assets		364,517	467,002
Liabilities			
Creditors: Amounts falling due within 1 year	10	238,024	264,078
Net Current Assets		126,493	202,924
Total Net Assets		<u>237,397</u>	<u>211,786</u>
Funds of the charity:			
Unrestricted Fund		<u>237,397</u>	<u>211,786</u>
Total Funds		<u>237,397</u>	<u>211,786</u>

There are no restricted funds.

The notes are set out on pages 16 to 23

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:

Philip Britton

Chair
Philip Britton

Date: Jun 21, 2023

Wendy Grant

Chair of Finance and General Purposes Committee
Wendy Grant

Date: Jun 20, 2023

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BALANCE SHEET- CHARITY

	Notes	2022 £	2021 £
Fixed Assets			
Intangible assets	8	9,810	6,450
Tangible assets	8	4,444	2,412
Investments	8	96,651	1
Current Assets			
Debtors	9	142,948	132,044
Cash in hand		177,500	295,809
Total Current Assets		320,448	427,853
Liabilities			
Creditors: Amounts falling due within 1 year	10	238,519	264,078
Net Current Assets		81,929	163,774
Total Net Assets		<u>192,834</u>	<u>172,637</u>
Funds of the charity:			
Unrestricted Fund		<u>192,834</u>	<u>172,637</u>
Total Funds		<u>192,834</u>	<u>172,637</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:

Philip Britton

Chair
Philip Britton

Date: Jun 21, 2023

Wendy Grant

Chair of Finance and General Purposes Committee
Wendy Grant

Date: Jun 20, 2023

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STATEMENT OF CASH FLOWS AND CONSOLIDATED STATEMENT OF CASH FLOWS

	Group 2022 £	Charity 2022 £	Group 2021 £	Charity 2021 £
Cash flow from operating activities	7,987	(10,626)	21,469	(4,825)
Interest paid	-	-	-	-
Net cash flow from operating activities	7,987	(10,626)	21,469	(4,825)
Cash flow from investing activities				
Proceeds from sale tangible fixed assets	-	-	-	-
Payments to acquire investments	(108,287)	(108,287)	(3,240)	(3,240)
Interest received	604	604	6	6
Net cash flow from investing activities	(107,684)	(107,684)	(3,234)	(3,234)
Net decrease in cash and cash equivalents	99,696	(118,309)	18,235	(8,059)
Cash and cash equivalents at 1st January 2022	333,869	295,809	315,634	303,868
Cash and cash equivalents at 31st December 2022	234,172	177,500	333,869	295,809
Cash and cash equivalents consists of:				
Cash at bank and in hand	234,172	177,500	333,869	295,809
Cash and cash equivalents at 31st December 2022	234,172	177,500	333,869	295,809

Reconciliation of net income to net cash flow from operating activities

	2022 Group £	2022 Charity £	2021 Group £	2021 Charity £
Net income for year	25,611	20,196	30,615	1,689
Depreciation of tangible fixed assets	2,896	2,896	3,060	3,060
Net (gain) loss on investments	3,350	3,350	-	-
Loss on sale of fixed assets	-	-	793	793
Interest receivable	(604)	(604)	(6)	(6)
(Increase) / decrease in debtors	2,788	(10,904)	(32,217)	(30,594)
Increase / (decrease) in creditors	(26,054)	(25,559)	19,224	20,232
Net cash flow from operating activities	7,987	(10,626)	21,469	(4,825)

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NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS CONTINUED...

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 any salary rises of the senior management team, and the CEO is responsible in consultation with members of the Senior Management Team for approving salaries for all other staff members. Periodically an external review of staff and their hours and salaries is carried out with approval by the Trustees.

Fixed assets

Identifiable development expenditure is capitalised as an intangible asset to the extent that the technical, commercial and financial feasibility can be demonstrated.

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

Fixtures, fittings, and equipment – 4 – 5 years straight line basis

Website Development – 5 years straight line basis

Investments are measured at fair value with changes recognised in 'net gains / (losses) on investments' in the Statement of Financial Activities.

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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.

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:-

	2022	2021
	£	£
Turnover and interest receivable		
Job Advertising	94,176	67,580
Cost of sales and administrative expenses	(9,613)	(3,432)
Profit for the period	<u>84,563</u>	<u>64,148</u>
	2022	2021
	£	£
Current Assets		
Debtors	7,218	5,249
Cash at bank	<u>56,672</u>	<u>38,060</u>
	63,890	43,309
Creditors		
Amounts falling due within one year	<u>19,326</u>	<u>4,160</u>
Net Current Assets	<u>44,564</u>	<u>39,149</u>
Total Assets less Current Liabilities	<u>44,564</u>	<u>39,149</u>
Capital and Reserves		
Called up share capital	1	1
Retained earnings	<u>44,563</u>	<u>39,148</u>
	<u>44,564</u>	<u>39,149</u>

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

	2022	2021
	£	£
Conferences and seminars	188,777	111,016
Membership	227,790	188,206
Book sales	<u>220</u>	<u>15</u>
	<u>416,787</u>	<u>299,237</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.

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NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS CONTINUED...

5. Costs of Charitable Activities - Group

	<i>Direct costs</i>	<i>Support Costs</i>	<i>Total 2022</i>	<i>Total 2021</i>
	£	£	£	£
Events and materials	129,121	-	129,121	27,261
Support to members	-	328,646	328,646	290,809
	<u>129,121</u>	<u>328,646</u>	<u>457,767</u>	<u>318,070</u>

	<i>Direct Costs</i>	<i>Support Costs</i>	<i>Total 2021</i>
	£	£	£
Events and materials	27,261	-	27,261
Support to members	-	290,809	290,809
	<u>27,261</u>	<u>290,809</u>	<u>318,070</u>

Support costs allocated to charitable activities

	2022	2021
	£	£
Staff costs	255,791	238,959
Office costs	15,332	15,754
Premises costs	8,030	7,906
Admin expenses	22,542	10,018
Marketing and PR	1,969	1,199
Unclaimable VAT	17,843	8,746
Legal & professional costs	7,139	8,227
Sundry charitable expenditure	-	-
	<u>328,646</u>	<u>290,809</u>

6. Staff costs

	2022	2021
	£	£
Salaries and wages	234,411	226,433
Social security costs	17,600	16,053
Pension costs	17,242	9,050
Total	<u>269,254</u>	<u>251,536</u>

No employee earned more than £60,000. Average number of full time equivalent employees employed during the year was 6.4 (2 full time employees and 6 part-time) (2021: 7 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 CEO, the Finance Director and the COO – all of whom are part-time. Their total combined salaries were £137,583 (2021: £126,201).

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

	2022	2021
	£	£
Audit Fees – current year	5,345	4,000
Audit Fees – under/over previous year	730	(1,568)
Lease Costs	9,145	10,353
Depreciation	2,896	3,060
	<u>18,116</u>	<u>15,845</u>

8. Fixed Assets- Charity and Group

	Tangible fixed assets	Intangible fixed assets	
	Fixtures, fittings and equipment	Website Development	Total
	£	£	£
At 1.1.22	11,583	7,450	19,033
Additions	3,437	4,850	8,287
Disposals	(3,641)	-	(3,641)
At 31.12.22	<u>11,379</u>	<u>12,300</u>	<u>23,679</u>
At 1.1.22	9,171	1,000	10,171
Depreciation	1,406	1,490	2,896
Disposals	(3,641)	-	(3,641)
At 31.12.22	<u>6,936</u>	<u>2,490</u>	<u>9,426</u>
Net book value at 1.1.22	<u>2,412</u>	<u>6,450</u>	<u>8,862</u>
Net book value at 31.12.22	<u>4,444</u>	<u>9,810</u>	<u>14,254</u>

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NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS CONTINUED...

Fixed Asset Investments – Charity and Group

	Listed Investments	Other Investments (Charity only)	Total
	£	£	£
Cost or valuation			
At 1.1.22	-	1	1
Additions	100,000	-100,000	
Disposals	-	-	-
Revaluation	(3,350)	-	(3,350)
At 31.12.22	96,650	1	96,651
Impairment			
At 1.1.22	-	-	-
Written off	-	-	-
Written back	-	-	-
Disposals	-	-	-
At 31.12.22	-	-	-
Carrying amount at 1.1.22	-	1	1
Carrying amount at 31.12.22	96,650	1	96,651
Investments at fair value compromise:			
	2022	2021	
	£	£	
Equities	96,651	1	
Securities	-	-	
Cash within investment portfolio	-	-	
	96,651	1	

The other 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.

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9 Debtors:

	2022 Group £	2022 Charity £	2021 Group £	2021 Charity £
Trade Debtors	90,011	83,288	117,796	112,547
Intercompany IDPE Trading Ltd	-	19,326	-	4,160
Prepayments and accrued income	40,334	40,334	15,337	15,337
Other debtors	-	-	-	-
	130,345	142,948	133,133	132,044

10 Creditors:

	2022 Group £	2022 Charity £	2021 Group £	2021 Charity £
Trade Creditors	5,106	5,106	8,441	8,441
Intercompany IDPE Trading Ltd	-	495	-	-
Deferred income	218,396	218,396	211,621	211,621
Accruals	8,644	8,644	6,460	6,460
Tax & Security Costs	5,879	5,879	25,672	25,672
Other creditors	-	-	11,884	11,884
	238,024	238,519	264,078	264,078

Deferred income comprises of advance receipts for 2023 membership subscriptions, 2023 training event attendance and 2023 IDPE annual conference income.

11 Financial instruments

The carrying amount of the financial instruments are as follows:

Group	2022 £	2021 £
<i>Financial assets</i>		
Debt instruments measured at amortised cost:		
- Trade debtors (note 9)	90,011	117,796
Equity instruments measured at amortised cost less impairment:		
- Fixed asset listed investments (note 8)	96,650	-
<i>Financial liabilities</i>		
Measured at amortised cost:		
- Trade creditors (note 10)	5,106	8,441

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11 Financial instruments (continued)

Charity	2022	2021
	£	£
<i>Financial assets</i>		
Debt instruments measured at amortised cost:		
- Trade debtors (note 9)	83,288	112,547
- Amounts owed from group undertakings (note 9)	19,326	4,160
	<u>102,614</u>	<u>116,707</u>
Equity instruments measured at amortised cost less impairment:		
- Fixed asset investments (note 8)	96,651	1
<i>Financial liabilities</i>		
Measured at amortised cost:		
- Trade creditors (note 10)	5,106	8,441
- Amounts owed to group undertakings (note 10)	495	-
	<u>5,601</u>	<u>8,441</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 2022 no related party transactions were reported.

Travel and subsistence costs of £571 (2021: £590) were reimbursed to trustees or paid directly to third parties on their behalf.

13 Operating Lease Commitments

The following operating lease commitments reported as at 31 December 2022 were as follows:

	2022	2021
	£	£
Within the year	6,198	8,211
Between 2 and 5 years	381	2,575
More than five years	-	-
	<u>6,579</u>	<u>10,786</u>

Lease costs in the year were £9,145 (2021: £10,353).

14 Ultimate Controlling Party

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