

Charity Registration No. 1179558

Company Registration No. 02754293 (England and Wales)

THE INSTITUTION OF ANALYSTS & PROGRAMMERS
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MAY 2019

THE INSTITUTION OF ANALYSTS & PROGRAMMERS

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	M W Doe G Fenton E J Keen P B Lynham D P Morgan S Reed A J C Revell
Secretary	G Fenton
Charity number	1179558
Company number	02754293
Registered office	Boundary House Suite 307 Boston Road London W7 2QE

THE INSTITUTION OF ANALYSTS & PROGRAMMERS

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THE INSTITUTION OF ANALYSTS & PROGRAMMERS

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MAY 2019

The trustees present their report and financial statements for the year ended 31 May 2019.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the company's memorandum and articles of association, the Companies Act 2006 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 (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

Objectives and activities

The company was registered as a charity on 15 August 2018. The charitable company's objects are:

(A) to advance the science of the development of secure and carefully designed software and to promote public education therein; and

(B) to advance the education of the public on the subject of software development and related disciplines as well as to promote greater understanding and appreciation of the impact of software on society for the public benefit.

The Institution has 268 fellows spread across the United Kingdom who contribute voluntarily to its work through attendance at Institution events nationally as well as by belonging to other groups working closely with government departments to foster the wellbeing of controls for software writing, cyber security and FURST. Fellows interact locally with universities, promoting student activity and competition as well as with schools to build awareness on top of the curriculum of our core aims. Fellows also interact locally via various online groups.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the company should undertake as a charity.

Achievements and performance

The period covered by the financial statements was one of continued activity. The company started its operation as a charity in August 2018 after a period of examining its objectives as a company limited by guarantee. The company is in the process of changing its internal systems and setting up representatives for the geographical areas to better represent the company and its educational aims locally.

Financial review

Unrestricted funds at the end of the year totalled £24,953. It is the policy of the company that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to six months' expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in income, they will be able to continue the company's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves was maintained for much of the year, and, although reserves fell below the target level towards the end of the year, reductions in regular costs from March 2019 onwards mean that reserve levels are expected to increase again.

The trustees have assessed the major risks to which the company is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

The trustees are satisfied that sufficient funding will be available for the company to continue to operate for the foreseeable future. The trustees have budgeted for a break even position for the year to 31 May 2020.

THE INSTITUTION OF ANALYSTS & PROGRAMMERS

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MAY 2019

Structure, governance and management

The charitable company is a company limited by guarantee and is therefore governed by its memorandum and articles of association.

The trustees, who are also the directors for the purposes of company law, who served during the year and up to the date of signature of the financial statements were:

M W Doe
G Fenton
E J Keen
P B Lynham
D P Morgan
S Reed
A J C Revell

The company's trustees comprise the Board of Management.

The Board can co-opt individuals to be members of the Board if vacancies exist.

The trustees/ directors appointed by the membership serve for a period of three years.

New trustees/ directors are given training on appointment regarding:

- the company's aims
- their legal obligations under company and charity law
- the operation of the company and the decision making process
- the company's future development plans
- the company's recent financial performance

None of the members of the Board has any beneficial interest in the company. All of the members of the Board are members of the company and guarantee to contribute £1 in the event of a winding up.

Compliance with legislation

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The trustees' report was approved by the Board of Trustees.



Trustee and Director
Dated: Dec 23 2019

THE INSTITUTION OF ANALYSTS & PROGRAMMERS

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THE INSTITUTION OF ANALYSTS & PROGRAMMERS

I report to the trustees on my examination of the financial statements of The Institution of Analysts & Programmers (the charitable company) for the year ended 31 May 2019.

Responsibilities and basis of report

As the trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

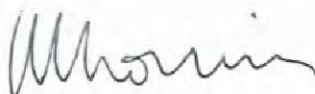
Having satisfied myself that the financial statements of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charitable company's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



R Morris FCA
Lyon Griffiths Limited
17, Alvaston Business Park
Middlewich Road
Nantwich
CW5 6PF

Dated: 2/1/2020

THE INSTITUTION OF ANALYSTS & PROGRAMMERS

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MAY 2019

	Notes	Unrestricted funds 2019 £	Total 2018 £
<u>Income from:</u>			
Membership fees, etc.	3	55,505	58,765
		<hr/>	<hr/>
<u>Expenditure:</u>			
Total expenses	4	77,376	78,566
		<hr/>	<hr/>
Net expenditure for the year/ Net movement in funds		(21,871)	(19,801)
Fund balances at 1 June 2018		46,824	66,625
		<hr/>	<hr/>
Fund balances at 31 May 2019		24,953	46,824
		<hr/> <hr/>	<hr/> <hr/>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

THE INSTITUTION OF ANALYSTS & PROGRAMMERS

BALANCE SHEET

AS AT 31 MAY 2019

	Notes	2019 £	£	2018 £	£
Fixed assets					
Tangible assets	7		60		90
Current assets					
Debtors	9	100		1,700	
Cash at bank and in hand		32,965		48,294	
		<u>33,065</u>		<u>49,994</u>	
Creditors: amounts falling due within one year	10	<u>(8,172)</u>		<u>(3,260)</u>	
Net current assets			24,893		46,734
Total assets less current liabilities			<u>24,953</u>		<u>46,824</u>
Income funds					
Unrestricted funds			24,953		46,824
			<u>24,953</u>		<u>46,824</u>

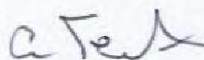
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 May 2019.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on Dec 23 2019



Trustee

Company Registration No. 02754293

THE INSTITUTION OF ANALYSTS & PROGRAMMERS

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MAY 2019

1 Accounting policies

Charity information

The Institution of Analysts & Programmers is a private company limited by guarantee incorporated in England and Wales, no. 02754293. The registered office is Boundary House, Suite 307, Boston Road, London, W7 2QE.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charitable company's memorandum and articles of association, the Charities Act 2011, the Companies Act 2006 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 (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charitable company is a Public Benefit Entity as defined by FRS 102.

The charitable company has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention and include the results of the charity's operations which are described in the Trustees' Report and all of which are continuing. The principal accounting policies adopted are set out below.

These financial statements for the year ended 31 May 2019 are the first financial statements of The Institution of Analysts & Programmers prepared in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland. The date of transition to FRS 102 was 1 June 2017. The reported financial position and financial performance for the previous period are not affected by the transition to FRS 102.

1.2 Going concern

At the time of approving the financial statements, the trustees consider that there are no material uncertainties that may cast significant doubt on the charitable company's ability to continue as a going concern and they have a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

The company does not currently have any restricted or endowment funds.

1.4 Incoming resources

Income is recognised when the charitable company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Membership subscriptions are recognised on receipt.

THE INSTITUTION OF ANALYSTS & PROGRAMMERS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MAY 2019

1 Accounting policies

(Continued)

1.5 Resources expended

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charitable company to pay out resources and the amount of the obligation can be measured with reasonable certainty.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	33.33% reducing balance
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the charitable company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Intangible assets with indefinite useful lives and intangible assets not yet available for use are tested for impairment annually, and whenever there is an indication that the asset may be impaired.

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charitable company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charitable company's balance sheet when the charitable company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

THE INSTITUTION OF ANALYSTS & PROGRAMMERS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MAY 2019

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charitable company's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charitable company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the charitable company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Membership fees, etc.

	Total 2019 £	Total 2018 £
Membership subscriptions	55,005	58,765
University fees	500	-
	<u>55,505</u>	<u>58,765</u>

THE INSTITUTION OF ANALYSTS & PROGRAMMERS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MAY 2019

4 Total expenses

	Unrestricted funds 2019 £	Total 2018 £
Staff costs	19,047	14,460
Depreciation and impairment	30	87
Education officer, etc.	18,400	16,761
Trustworthy Software Foundation expenses	4,700	-
Travelling expenses	1,575	5,429
Office rent	16,271	18,405
Telecommunications	2,932	1,439
Postage, mailing and pocket diaries	2,066	1,729
Printing and stationery	1,691	1,870
Annual conference	-	4,903
Website development and maintenance	-	1,766
Computer expenses and software maintenance	1,033	576
Legal and professional fees	4,584	6,061
Accountancy	1,682	888
Bank charges	2,009	2,078
Insurance	322	376
Sundry expenses	1,034	1,738
	<u>77,376</u>	<u>78,566</u>

Included in Accountancy are fees to the Independent Examiner of £960 (2018 - £NIL) re the examination and £420 (2018 - £600) re other services.

5 Trustees

None of the trustees (or any persons connected with them) received any remuneration, benefits or expenses from the charitable company during the year.

THE INSTITUTION OF ANALYSTS & PROGRAMMERS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MAY 2019

6 Employees

Number of employees

The average monthly number of employees during the year was:

2019 Number	2018 Number
1	1
<u>1</u>	<u>1</u>

Employment costs

	2019 £	2018 £
Salaries & employer's pension contributions	15,044	14,460
Redundancy costs	4,003	-
	<u>19,047</u>	<u>14,460</u>

Redundancy costs of £4,003 comprise compensation for the termination of the employment of one employee.

No employees received employee benefits of more than £60,000.

7 Tangible fixed assets

Fixtures and fittings £

Cost

At 1 June 2018	8,722
At 31 May 2019	<u>8,722</u>

Depreciation and impairment

At 1 June 2018	8,632
Depreciation charged in the year	30
At 31 May 2019	<u>8,662</u>

Carrying amount

At 31 May 2019	<u>60</u>
At 31 May 2018	<u>90</u>

8 Financial instruments

2019 £

	2019 £	2018 £
Carrying amount of financial liabilities		
Measured at amortised cost	8,172	3,260
	<u>8,172</u>	<u>3,260</u>

THE INSTITUTION OF ANALYSTS & PROGRAMMERS

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MAY 2019

9 Debtors	2019	2018
	£	£
Amounts falling due within one year:		
Prepayments and accrued income	100	1,700
	<u> </u>	<u> </u>
10 Creditors: amounts falling due within one year	2019	2018
	£	£
Other creditors	8,172	3,260
	<u> </u>	<u> </u>