

Registered Number: 2238045
Charity Number: 800354

COMMUNICATIONS MANAGEMENT ASSOCIATION
(A Company Limited by Guarantee)

Report and Financial Statements
For the Period Ended 30 April 2008

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COMMUNICATIONS MANAGEMENT ASSOCIATION
(A Company Limited by Guarantee)

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COMMUNICATIONS MANAGEMENT ASSOCIATION
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Report of the Board of Trustees
For the Period Ended 30 April 2008

The Board of Trustees presents its report and audited financial statements for the period ended 30 April 2008.

Reference and Administrative Information

Charity Name	Communications Management Association
Charity Registration Number	800354
Company Registration Number	2238045
Registered Office Address	Lynwood House Crofton Road Orpington Kent BR6 8QE
Operational Address	Ranmore House The Crescent Leatherhead Surrey KT22 8DY
Board of Trustees	Mrs R Gardner (Resigned July 2007) Mr John Hegarty (Resigned July 2007) Mr A Hindley (Resigned July 2007) Mr P Sayer (Resigned July 2007) Mr J Taylor (Resigned July 2007) Mr N White (Resigned July 2007) Mr Alan Vaughan (Resigned February 2007) Mr D Clarke (Appointed July 2007) Mr P Jones (Appointed July 2007) Mrs CJ Kimber
Chief Executive and Secretary	Mr G Powell (Resigned as Secretary July 2007)
Secretary	Mr P Jones (Appointed July 2007)

COMMUNICATIONS MANAGEMENT ASSOCIATION
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Report of the Board of Trustees
For the Period Ended 30 April 2008

(Continued)

Auditors	Baxter & Co Lynwood House Crofton Road Orpington Kent BR6 8QE
Bankers	HSBC 9 Station Square Petts Wood Kent BR5 1LR
Solicitors	Beshoffs, 3rd Floor Office 83 Marlborough High Street London W1V 4QW

Structure, Governance and Management

The organisation is a charitable company limited by guarantee, incorporated on 31 March 1988 and registered as a charity on 3 November 1988. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £1.

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Report of the Board of Trustees
For the Period Ended 30 April 2008

(Continued)

Recruitment and Appointment of the Board of Trustees

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Board. Under the requirements of the Memorandum and Articles of Association the members of the Board of Trustees are elected to serve for a period of six years, however, each year one third of the Board, selected by the longest serving first, must retire in rotation at the next Annual General Meeting and can, if eligible, offer themselves for re-election. Members must stand down after six years and are not eligible for further election for at least a period of one year.

Trustee Induction and Training

New trustees are invited and encouraged to attend a series of short training sessions to familiarise themselves with the charity and the context within it operates. These are jointly led by the Chair of the Board and the Chief Executive of the charity and cover:

- The obligations of the Board of Trustees and the fiduciary responsibility of a Company Director.
- The main documents which set out the operational framework for the charity, including the Memorandum and Articles of Association
- Resourcing and the current financial position as set out in the latest published accounts.
- Future plans and objectives.

Risk Management

The Board of Trustees has conducted a review of the major risks to which the charity is exposed. A risk register has been established and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors.

Objectives and Activities

The company's objects and principal activities are:

"for the public benefit to advance and promote the science and use of telecommunications and to encourage the promotion and development of improvements in and improved means of telecommunications and the use thereof both generally and in particular for organisations of all kinds".

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COMMUNICATIONS MANAGEMENT ASSOCIATION

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Report of the Board of Trustees For the Period Ended 30 April 2008

(Continued)

British Computer Society

In July 2007 CMA members voted to adopt a Special Resolution to alter the existing Articles of Association to allow CMA to become a subsidiary of the British Computer Society (BCS). Specifically the resolution read:

“**THAT**, the Articles of Association be altered by deleting the whole of the existing Articles of Association of the Company and substituting in lieu thereof new Articles of Association as set out in a print annexed hereto and labeled Annex 1.

The new articles retained the existing member categories but also created a single institutional member which was subsequently offered to and accepted by the BCS. The articles created a new strategic board with no fiduciary responsibilities. All existing trustees resigned with the exception of the CMA Chairman. Two new trustees were from BCS as the single institutional member. The Secretary also resigned to be replaced by a Secretary from BCS.

Achievements and Performance

CMA members' services continued in the areas of best practice, representation and education. In particular the conference and events focused on unified communications, enterprise mobility, information and network security, next generation networks and convergence of IT and communications. Member surveys covered Unified Communications and Next Generation Access. CMA continued to publish its regular monthly Newslines with feature articles and interviews. CMA Update also continued on a monthly basis informing members of events and activities.

353 respondents completed the annual CMA survey and there were 453 registrations to the annual conference. Overall 728 members participated in one or more CMA activity. The introduction to telecoms training courses attracted good numbers of members and non members.

CMA forums continued to be active with good programmes in particular from the Billing Forum, the Regulatory Affairs Forum, the Unified Communications Forum and the Security Forum. A new forum covering Network Infrastructure was introduced.

The annual members' conference moved to a new larger venue at The New Connaught Rooms and introduced more of an exhibition area, stronger plenary afternoon workshop streams.

During the year CMA took on the servicing of the Telecom User Association members. This association which had been in existence since the 1980's had declined and CMA was able to step in and provide a home for its corporate members continuing to provide the regular TUA services plus offering free of charge all CMA services.

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For the Period Ended 30 April 2008
(Continued)

In January 2008 CMA submitted a bid for a grant from the Carbon Trust to provide support to its members in reducing their carbon footprint. This is seen as an area in which ICT can make a substantial contribution to reducing the UK's carbon footprint and to generally reduce global warming. In particular the focus will be on flexible and home working with the project providing metrics on specific carbon reduction amongst participating CMA members.

CMA has taken a strong position on a number of topics of significant interest to UK business and public sector organizations. In particular CMA has contributed to the reduction in European mobile roaming charges, argued the case for universal broadband access and provide a forum for understanding progress on next generation networks. CMA through its Regulatory Affairs Forum has also responded formally to a number of Ofcom consultation documents.

Financial Review

2007/8 results show a loss of £12,311 however the decision to align the financial year with BCS needs to taken into account as this resulted in a thirteen month period rather than the previous 12 month period. This thirteen month period is a one off and future financial years will now revert to twelve month periods commencing on May 1st and ending on April 30th. The thirteen month year resulted in higher overhead costs particularly in staff.

In addition to this two members of staff to support the membership and commercial activities were employed during the year increasing staff costs further.

In addition the board agreed to two one off investments during the year both outside the budget. The first was a £12,500 marketing investment to take on the servicing of TUA members with the expectation of renewals in 2008/9 to cover the investment and substantially increase the CMA corporate membership. The second was a development fee of £3,500 in support of an application to the Carbon Trust for a grant for a CMA led Carbon reduction project.

Within budget was the higher cost of staging the annual conference as a result of a larger venue to achieve future revenue increases and CMA independent comment plus an increase in surveys to support both revenue increase and CMA representation activities.

The majority of the deficit can therefore be attributed to either the 13 month period or investment in future revenue and services.

Individual membership dropped again but was balanced by the increase in corporate membership. Affiliates and partner and associates increased the overall CMA membership community to over 1500 individuals for the first time this century.

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For the Period Ended 30 April 2008
(Continued)

The annual conference, research and events also all reached their highest levels revenue as well as contributions to overheads since the days of TMA convention in Brighton.

BCS made their first contribution to CMA by sponsoring the annual conference dinner and purchasing the annual survey.

CMA continues to attract suppliers of ICT services as both Partners and Associates providing direct revenue as well as sponsors of various CMA activities.

Investment and Reserves Policy

The Management Committee has examined the charity's requirements in light of the main risks to and needs of the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between 3 and 6 months of the expenditure. It has also established a policy whereby new investment on activities other than those already established should generally be covered in advance by agreed income. The strategy is to continue to build reserves through planned operating surpluses.

Plans for Future Period

As part of the British Computer Group, CMA will continue to act independently as a separate brand. CMA retains its own charitable status and will be free to take independent positions and issue independent responses to regulators. CMA will plan to operate in surplus and with adequate cash and reserves to continue trading on an independent basis. Staff will remain employed by CMA and will continue to be led by the existing Chief Executive. Offices will remain in Leatherhead.

The Strategic board will be responsible for providing direction and strategy for CMA but all fiduciary and financial decision will rest with the Trustee Board.

Whilst CMA operations will continue to be carried out by CMA staff CMA will strive to integrate support services and with those of BCS providing both economies and increased efficiency.

Against a worsening economic background CMA has to continue to increase its membership, maintain its revenues from ICT suppliers through the provision of services and make changes in its activities to reflect increasing on line demand. CMA will invest in its web and online services and reinforce its forums and communities of interest.

Also reflecting the new relationship with BCS, CMA will develop plans to introduce professionalism products and services both as a new revenue stream and to increase membership particularly for individual professionals.

COMMUNICATIONS MANAGEMENT ASSOCIATION

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Report of the Board of Trustees For the Period Ended 30 April 2008

(Continued)

Responsibilities of the Board of Trustees

Company law requires the Board of Trustees to prepare financial statements for each financial period which give a true and fair view of the state of the affairs of the charity and company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial period. In preparing those financial statements, the Board of Trustees should follow best practice by:

- selecting suitable accounting policies and then apply them consistently;
- making judgements and estimates that are reasonable and prudent; and
- preparing the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Board of Trustees is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The Board of Trustees is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Board of Trustees

Members of the Board of Trustees who are directors for the purpose of company law and trustees for the purposes of charity law, who served during the period and up to the date of this report, are set out on page 1.

In accordance with company law, as the company's directors, we certify that:

- so far as we are aware, there is no relevant audit information of which the company's auditors are unaware; and
- as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

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COMMUNICATIONS MANAGEMENT ASSOCIATION
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Report of the Board of Trustees
For the Period Ended 30 April 2008
(Continued)

Auditors

Baxter & Co were re-appointed as the charitable company's auditors during the period and have expressed their willingness to continue in that capacity.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2006) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the Board of Trustees on 30 June 2008 and signed on its behalf by:

P L Jones

Independent Auditors' Report to the Members of
COMMUNICATIONS MANAGEMENT ASSOCIATION
(A Company Limited by Guarantee)

We have audited the financial statements of Communications Management Association for the period ended 30 April 2008 set out on pages 11 to 18. These financial statements have been prepared in accordance with the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the Board of Trustees and Auditors

As described in the Statement of Board of Trustees' Responsibilities on page 7 the trustees are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustees' Report is not consistent with the financial statements, if the company has not kept proper accounting records or if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the company is not disclosed.

We read the Trustees' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

Independent Auditors' Report to the Members of
COMMUNICATIONS MANAGEMENT ASSOCIATION
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(Continued)

Basis of audit opinion (Continued)

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material mis-statement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion:

- the financial statements give a true and fair view of the state of affairs of the charitable company as at 30 April 2008 and of its result for the period then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Trustees' Report is consistent with the financial statements.

BAXTER & CO
Registered Auditors

Lynwood House
Crofton Road
Orpington
Kent BR6 8QE

1 July 2008

COMMUNICATIONS MANAGEMENT ASSOCIATION
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Statement of Financial Activities
For the Period Ended 30 April 2008

	Note	£	12 Months to 31 March 2007 £
Incoming Resources			
Incoming Resources from Generated Funds			
Activities for generating funds:			
Sponsors, partners and associates		92,556	84,738
Investment income		5,857	2,443
Other income		6,510	2,284
Incoming Resources from Charitable Activities	2	472,753	408,890
		-----	-----
Total Incoming Resources		577,676	498,355
		-----	-----
Resources Expended			
Charitable Activities	3	487,496	379,509
Management and Administration	3	73,701	56,509
Accommodation Costs	3	28,790	34,532
		-----	-----
Total Resources Expended		589,987	470,550
		-----	-----
Net Movement in Funds		(12,311)	27,805
Reconciliation of Funds			
Total Funds Brought Forward		49,471	21,666
		-----	-----
Total Funds Carried Forward		37,160	49,471
		=====	=====

The statement of financial activities includes all gains and losses in the period. All incoming resources and resources expended derive from continuing activities.

COMMUNICATIONS MANAGEMENT ASSOCIATION
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For the Period Ended 30 April 2008

	Note	£	£	12 Months to 31 March 2007	£
Fixed Assets					
Tangible assets	5		6,203		3,410
Investments	6		1		1
			6,204		3,411
Current Assets					
Debtors		121,690		78,866	
Cash and bank balances		57,102		100,586	
		178,792		179,452	
Creditors: Amounts falling due within one year	8	147,836		133,392	
Net Current Assets			30,956		46,060
Net Assets			37,160		49,471
Reserves	11		37,160		49,471

These accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 1985, relating to small entities.

Approved by the Board of Trustees on 30 June 2008 and signed on its behalf by:

C Kimber

D Clarke

COMMUNICATIONS MANAGEMENT ASSOCIATION
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Notes to the Financial Statements
For the Period Ended 30 April 2008

1. Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the period and in the preceding year.

(a) Basis of Accounting

The financial statements have been prepared under the historical cost convention, as modified by the inclusion of fixed asset investments at market value, and in accordance with the Companies Act 1985 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

(b) Incoming Resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Income from sponsors, partners and associates are accounted for on an accruals basis in the period to which they relate.
- Incoming resources from subcontractors and other charitable trading activities are accounted for on an accruals basis in the period to which they relate.

(c) Resources Expended

Expenditure is recognised on an accrual basis as a liability is incurred.

(d) Fixed Assets

Fixed assets (excluding investments) are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which in all cases is estimated at three years.

(e) Leased Assets

Rental payments due under operating lease agreements are charged to profit on ordinary activities in the period to which they relate.

COMMUNICATIONS MANAGEMENT ASSOCIATION
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Notes to the Financial Statements
For the Period Ended 30 April 2008
(Continued)

	£	12 Months to 31 March 2007 £
2. Income from Charitable Activities		
Subscriptions	83,893	74,501
Annual Conference	133,514	123,001
Research	121,425	111,000
Events	133,921	100,388
	472,753	408,890
	472,753	408,890

3. Analysis of Resources Expended

	Staff Costs	Other	Depreciation	2008	12 Months to 31 March 2007
	£	£	£	£	£
Charitable Expenditure	225,964	259,708	1,824	487,496	379,509
Management and Administration of the Charity	56,490	14,000	3,211	73,701	56,509
Accommodation Costs	-	28,790	-	28,790	34,532
	282,454	302,498	5,035	589,987	470,550
Total	282,454	302,498	5,035	589,987	470,550

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COMMUNICATIONS MANAGEMENT ASSOCIATION
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Notes to the Financial Statements
For the Period Ended 30 April 2008
(Continued)

		12 Months to 31 March 2007
	£	£
4. Changes in Resources Available for Charity Use		
Net operating surplus (deficit) for the period	(12,311)	27,805
Net increase in tangible fixed assets	2,793	947
	<hr/>	<hr/>
Net Movement in Funds Available for Future Activities	(9,518)	28,752
	<hr/> <hr/>	<hr/> <hr/>

5. Tangible Fixed Assets

	1 April 2007	Additions	Disposals	30 April 2008
Cost or Valuation	£	£	£	£
Office Equipment	8,899	9,951	(2,922)	15,928
	<hr/>	<hr/>	<hr/>	<hr/>
Total	8,899	9,951	(2,922)	15,928
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

	1 April 2007	Charge For Period	Eliminated on Disposals	30 April 2008
Depreciation	£	£	£	£
Office Equipment	5,489	5,035	(799)	9,725
	<hr/>	<hr/>	<hr/>	<hr/>
Total	5,489	5,035	(799)	9,725
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

	1 April 2007	30 April 2008
Net Book Value	£	£
Office Equipment	3,410	6,203
	<hr/>	<hr/>
Total	3,410	6,203
	<hr/> <hr/>	<hr/> <hr/>

COMMUNICATIONS MANAGEMENT ASSOCIATION
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Notes to the Financial Statements
For the Period Ended 30 April 2008
(Continued)

	£	12 Months to 31 March 2007 £
6. Investments – Company		
Shares in Subsidiary Companies Ordinary Shares of £1 each representing the whole of the issued share capital:		
ICAF - Dormant	£1 ==	£1 ==
7. Debtors – Amounts falling due within one year:	£	12 Months to 31 March 2007 £
Trade Debtors	119,932	76,652
Prepayments	1,758	2,214
Other Debtors	-	-
	-----	-----
	121,690	78,866
	=====	=====
8. Creditors – Amounts falling due within one year:	£	12 Months to 31 March 2007 £
Subscriptions in Advance	26,989	25,649
Other Income Received in Advance	71,040	74,041
Other Taxes and Social Security	24,847	21,658
Creditors and Accruals	24,960	12,044
	-----	-----
	147,836	133,392
	=====	=====

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Notes to the Financial Statements
For the Period Ended 30 April 2008
(Continued)

9. Contingent Liabilities, Capital Commitments and Financial Commitments

- (a) There are no known material contingent liabilities outstanding at the balance sheet date.
- (b) There were no material capital commitments at the balance sheet date.
- (c) At 30 April 2008 the company was committed to making the following payments under non-cancellable operating leases in the period to 30 April 2008:

	Land and Buildings	
	12 Months to	
	31 March 2007	
	£	£
Operating leases which expire:		
Between one and two years	-	18,090
Between two and five years	21,380	-
	<u>21,380</u>	<u>18,090</u>
	<u><u>21,380</u></u>	<u><u>18,090</u></u>
		12 Months to
		31 March 2007
	£	£
10. Net Incoming Resources are stated after charging:		
Depreciation	5,035	2,903
Auditors' Remuneration	4,000	3,945
	<u>4,000</u>	<u>3,945</u>
	<u><u>4,000</u></u>	<u><u>3,945</u></u>
		12 Months to
		31 March 2007
	£	£
11. Reserves		
Balance Brought Forward	49,471	21,666
(Deficit) surplus of Income over Expenditure	(12,311)	27,805
	<u>49,471</u>	<u>27,805</u>
Balance Carried Forward	37,160	49,471
	<u><u>37,160</u></u>	<u><u>49,471</u></u>

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		12 Months to 31 March 2007
12. Staff Costs	£	£
Wages and Salaries (including pension costs)	256,135	198,725
Social Security Costs	26,319	20,393
	282,454	219,118
	282,454	219,118

The number of higher paid employees of the charity whose emoluments fell in excess of £60,000 was as follows:

		12 Months to 31 March 2007
	1	1

No directors' remuneration was paid by the charity in the period (2007 : Nil).

Members of the Board who also act as trustees of the charity were reimbursed with travelling and subsistence expenses in the following amounts. The legal authority by which remuneration is paid to the trustees is contained in the Memorandum & Articles of the company.

		12 Months to 31 March 2007
	£	£
Directors Reimbursed - 1 (2007 - 4)	8,058	3,273
	1,200	1,250
	1,200	1,250

Other than detailed above, there were no transactions with any of the directors.

13. Taxation

No provision has been made for taxation on the results for the period under review, the company having the benefit of charitable status.

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Notes to the Financial Statements
For the Period Ended 30 April 2008
(Continued)

14. Ultimate Control

During the period ultimate control over the company was given to BCS (The British Computer Society).

15. Related Party Transactions

During the period the company received income from BCS of £21,000. The balance due from BCS at the period end was £nil.

COMMUNICATIONS MANAGEMENT ASSOCIATION
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Management Information
For the Period Ended 30 April 2008

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COMMUNICATIONS MANAGEMENT ASSOCIATION
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Income and Expenditure Account
For the Period Ended 30 April 2008

	£	£	12 Months to 31 March 2007	£
Income				
Subscriptions	83,893		74,501	
Sponsors/Partners and Associates	92,556		84,738	
Annual Conference	133,514		123,001	
Research	121,425		111,000	
Events	133,921		100,388	
Interest Receivable	5,857		2,443	
Other	6,510		2,284	
		577,676		498,355
Less: Direct Costs				
Annual Conference	60,434		44,200	
Research	70,592		56,308	
Events	39,596		26,050	
		170,622		126,558
		407,054		371,797
Expenditure				
Staff Costs	282,454		219,118	
Travel and Subsistence	9,989		8,894	
Public Relations	-		8,550	
Regulatory Affairs	10,403		12,129	
Accommodation Costs	28,790		27,053	
Professional Fees	21,282		21,917	
IT and Telecoms	10,693		11,807	
Website Running Costs	13,500		12,100	
Office Supplies	4,775		3,725	
Insurance	7,570		7,479	
Board and AGM Costs	8,874		6,224	
General Expenses	-		2,093	
TUA cost	12,500		-	
Carbon footprint project	3,500		-	
Depreciation on F F & E	5,035		2,903	
		419,365		343,992
(Deficit) surplus for the Period (year)		<u>(12,311)</u>		<u>27,805</u>