

REGISTRAR OF COMPANIES

The Council for Administration

Annual Report and Consolidated Financial Statements

31 March 2010

Company Limited by Guarantee
Registration Number
3235481 (England and Wales)

Charity Registration Number
1095809

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Reference and administrative information Year to 31 March 2010

Trustees	D Holland – Chair J Beine C Wilson K Woodward
Chief Executive Officer	J Hewell
Company Secretary	A Young
Acting Company Secretary	M Cooke
Registered office	6 Graphite Square Vauxhall Walk London SE11 5EE
Company registered number	3235481 (England and Wales)
Charity registered number	1095809
Auditors	Buzzacott LLP 12 New Fetter Lane London EC4A 1AG
Bankers	Unity Trust Bank plc Nine Brindleyplace Birmingham B1 2HB
Solicitors	Freeth Cartwright LLP Cumberland Court 80 Mount Street Nottingham NG1 6HH

Trustees' report 31 March 2010

The trustees present their statutory report together with the consolidated financial statements of The Council for Administration (CfA) and its subsidiaries for the year ended 31 March 2010.

The report has been prepared in accordance with Part VI of the Charities Act 1993 and equates to a directors' report for the purpose of company legislation

The financial statements have been prepared in accordance with the accounting policies on pages 12 and 13 of the attached financial statements and comply with the charitable company's memorandum and articles of association, applicable laws and the requirements of Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005)

GOVERNANCE, STRUCTURE AND MANAGEMENT

Constitution

The charitable company was incorporated on 8 August 1996 and is governed by the Memorandum and Articles of Association that were adopted on 17 December 2002. The charitable company became a registered charity on 4 February 2003

The charitable company also became the sole member of the Institute of Administrative Management (IAM), also a registered charity, on 31 August 2007. The IAM has its own Board of Trustees, three of whom are also CfA trustees

The charitable company also became the sole member of the Institute of Professional Administrators (IPA), a company limited by guarantee, on 1 October 2008. IPA was absorbed into IAM and dissolved as a separate company on 6 April 2010. The IPA had its own board of four directors. Two directors of IPA were trustees of both CfA and IAM. The other two directors of IPA were also trustees of IAM.

CfA is a charitable company limited by guarantee. In the event of the charity being wound up, members are required to contribute an amount not exceeding £10.

Trustees

The trustees of the charitable company constitute directors of the charity for the purposes of the Companies Act 2006 and other company legislation.

The following trustees were in office at 31 March 2010, and served throughout the year, except where shown:

Trustees	Appointed / Resigned
D Holland – Chair	
J Beine	Appointed 2 December 2009
S Bews	Resigned 2 December 2009
I Murphy	Resigned 2 December 2009
M Oaten	Resigned 2 December 2009
G Searle	Resigned 1 January 2010
B Whatmore	Resigned 2 December 2009
C Wilson	
K Woodward	Appointed 12 November 2009

GOVERNANCE, STRUCTURE AND MANAGEMENT (continued)

Recruitment and induction of trustees

When recruiting new members to their Board, the existing trustees carry out a skills audit to identify any gaps that need filling and to ensure that the Board is representative of the key stakeholders and beneficiaries of the charity. The trustees operate a policy of equality and diversity. The trustees prepare a job description outlining the roles and responsibilities of a trustee, and seek applications from a range of sources.

All new trustees are provided with an in-depth induction covering both legal, regulatory, governance and operational areas of the organisation.

Statement of trustees' responsibilities

The trustees (who are also directors of The Council for Administration for the purposes of company law) are responsible for preparing the trustees' report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and the group and of the incoming resources and application of resources, including the income and expenditure, of the group for the financial year. In preparing these financial statements, the trustees are required to

- ◆ select suitable accounting policies and then apply them consistently,
- ◆ observe the methods and principles in the Statement of Recommended Practice (Accounting and Reporting by Charities) (the Charities' SORP),
- ◆ make judgements and estimates that are reasonable and prudent,
- ◆ state whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- ◆ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

GOVERNANCE, STRUCTURE AND MANAGEMENT (continued)

Statement of trustees' responsibilities (continued)

Each of the trustees confirms that

- ◆ so far as the trustee is aware, there is no relevant audit information of which the charity's auditors are unaware, and
- ◆ the trustee has taken all the steps that he ought to have taken as a trustee in order to make himself aware of any relevant audit information and to establish that the charity's auditors are aware of that information

This confirmation is given and should be interpreted in accordance with the provisions of s418 of the Companies Act 2006

Structure and management reporting

The board of trustees consists of four non-executive directors who meet every two months to administer the charity. New trustees are appointed after a rigorous recruitment and selection process that includes a recommendation of appointment from existing trustees to CfA Members at the next General Meeting. A chief executive is appointed by the trustees to manage the day-to-day operation of the charity.

Risk management

The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reporting and risk assessment. Insurance cover is carried on all physical assets and for employer's, directors' and public liability. Solicitors and other appropriate professionals are consulted about specific risks identified.

Group structure

On 1 April 2010 the Council for Administration Group undertook a group restructuring with a view to simplifying the group structure. A new entity Skills CfA has been set up as a wholly owned subsidiary of the Council for Administration to continue the charitable activities of the Council for Administration.

The Institute of Professional Administrators (a wholly owned subsidiary of the Council for Administration at 31 March 2010) has merged with the Institute of Administrative Management (also a wholly owned subsidiary of the Council for Administration at 31 March 2010) on 1 April 2010.

The impact of the above changes is that Council for Administration is now a parent charity of the Institute of Administrative Management and Skills CfA. It is now planned that the group's main charitable income and expenditure will be carried out through Institute of Administrative Management and Skills CfA. The Council for Administration, as the parent charity, will bear central overheads which will be recharged to its subsidiaries.

ACTIVITIES, SPECIFIC OBJECTIVES AND RELEVANT POLICIES

Charitable objectives

The object of the charity in the year under review was that of the advancement of education by the promotion of training and skills in administration, as set out in the Memorandum and Articles of Association.

Public benefit

In setting out the objectives and planning the activities of the charity, the trustees have given careful consideration to the Charity Commission's general guidance on public benefit

All of the charity's and group's activities are directed towards public benefit. To that aim the charity works with key stakeholders, the education sector and professional administrative managers to ensure business and public service organisations, as well as individuals, have access to high quality, value for money programmes of learning and continuous professional development activities that will improve performance, increase productivity and minimise risks to the individual professional and the organisations in which they work.

Activities

The Council for Administration is the Pan Sector Council for Business, Administration and Governance skills. It is responsible for

- ◆ Designing and developing United Kingdom national standards of occupational competence in business, administration and governance,
- ◆ Developing and implementing the Business, Administration and Governance Qualification strategy for the United Kingdom,
- ◆ Designing and managing business and administration apprenticeship frameworks, and
- ◆ Business, administration and governance skills research and development

The CFA represents the 4.5 million people who work as business administrators in the UK. It also works to promote training, education and qualifications for the large number of people who enter the business and administration workforce each year. The quality of initial learning is critical for this group. At any one time at least 12.5% of all vocational learners in colleges, universities and work based learning will be studying and developing business and administration skills. In addition, the CFA has calculated that at least a further 18 million professionals, managers, technical specialists and self employed people need some business and administration skills to carry out their own job roles competently.

Investment policy

Under the Memorandum and Articles of Association, the charity has the power to make any investment which the trustees see fit.

ACTIVITIES, SPECIFIC OBJECTIVES AND RELEVANT POLICIES (continued)

Scope of the consolidated financial statements

The transactions, assets and liabilities of IAM and IPA have been consolidated with those of CfA as they are ultimately controlled by the trustees of the charity

The principal activity of IAM is the provision of professional membership services and awarding body activities

The principal activity of IPA is the provision of professional membership services

ACHIEVEMENTS AND PERFORMANCE

Review of activities

The CfA revisited all the business and administration standards during the year. As a result of that work it partnered with all awarding organisations in the sector to develop new qualifications for the Qualification and Credit Framework in England and Wales. The CfA has Unit and ROC status so has uploaded these qualifications to the QCF. The company also maintained a high profile across the UK in relation to the qualification skills and apprenticeships frameworks.

The IAM continued to grow awarding activities. In addition the IAM has spent this year developing new qualifications for the QCF.

The IAM and IPA professional bodies continued to trade in a relatively stable state. The IPA launched a regional network which is proving to be successful.

FINANCIAL REVIEW

Results for the year

Total incoming resources for the year were £3,079,484 an increase of £486,190 from 2009. This is largely due to a strong performance at IAM for the year. Similarly, total resources expended have increased from £2,525,572 in 2009 to £2,681,827 this year. The resulting surplus of £397,657 has been transferred to reserves.

The balance sheet shows total unrestricted funds of £833,161. The charity's subsidiaries, IAM and IPA made a surplus/(loss) of £241,605 and (£22,917) respectively in the year.

Reserves policy

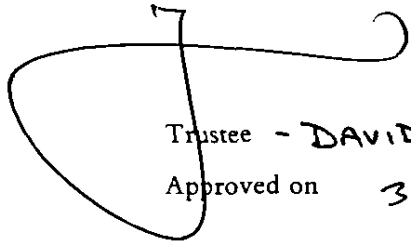
The Board has examined the requirement of establishing a target level of unrestricted reserves in order for the charity to have adequate working capital to respond to market needs and unforeseen shortfalls in cash resources. Currently the charity's target level of unrestricted 'free reserves' is equivalent to three years legal commitments and operating costs.

FUTURE PLANS

The group plans to launch a fourth company to improve governance arrangements and provide clear lines of distinction between the separate business functions within the business, namely standard setting organisation, awarding organisation and professional bodies

In addition the group plans to invest in other activities that will grow group turnover to more than £5m over the next few years

Signed on behalf of the Trustees

A large, stylized handwritten signature in black ink, appearing to be 'D. Holland', written over the printed name and date.

Trustee - **DAVID HOLLAND**

Approved on **3/8/10**

Independent auditor's report to the members and trustees of The Council for Administration

We have audited the financial statements of The Council of Administration for the year ended 31 March 2010 which comprise the consolidated statement of financial activities, the consolidated and parent charity balance sheets and the related notes. The financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and the charity's trustees, as a body, in accordance with Section 43 of the Charities Act 1993 and the regulations made under that Act. Our audit work has been undertaken so that we might state to the charity's members and 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 charity, the charity's members as a body, and the charity's trustees, as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

The trustees' are also the directors of the company for the purposes of company law. Their responsibilities for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the financial statements give a true and fair view are set out in the statement of trustees' responsibilities contained within the trustees' report.

We have been appointed auditors under the Companies Act 2006 and Section 43 of the Charities Act 1993 and report to you in accordance with those Acts. 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, have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice and have been prepared in accordance with the Companies Act 2006 and the Charities Act 1993. We also report to you whether, in our opinion, the information given in the trustees' annual report is consistent with those financial statements.

In addition we report to you if, in our opinion, the charity has not kept adequate accounting records, if the charity's financial statements are not in agreement with the accounting records and returns, if we have not received all the information and explanations we require for our audit, or if certain disclosures of trustees' remuneration specified by law are not made.

We read other information contained in the annual report, and consider whether it is consistent with the audited financial statements. This other information comprises only the trustees' report. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to other information.

Independent auditors' report 31 March 2010

Basis of audit opinion

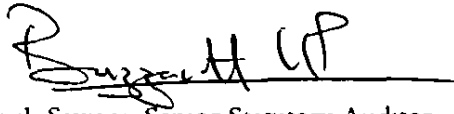
We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the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

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 misstatement, 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 the groups' and the parent charity's affairs as at 31 March 2010 and of the group's incoming resources and application of resources, including its income and expenditure, for the year then ended,
- ◆ the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice,
- ◆ the financial statements have been prepared in accordance with the Companies Act 2006, and
- ◆ the information given in the trustees' annual report is consistent with the financial statements



Avnish Savjani, Senior Statutory Auditor
for and on behalf of Buzzacott LLP, Statutory Auditor
12 New Fetter Lane
London
EC4A 1AG

3 September 2010

Consolidated statement of financial activities Year to 31 March 2010

	Notes	2010 Total unrestricted funds £	2009 Total unrestricted funds £
Incoming resources			
Incoming resources from generated funds			
Investment income	1	—	11,672
Incoming resources from charitable activities			
Promotion of training and skills	2	1,509,507	1,600,931
Professional body activities	3	338,055	136,149
Awarding body activities	4	1,231,922	844,542
Total incoming resources		3,079,484	2,593,294
Resources expended			
Charitable activities			
Promotion of training and skills	5	1,717,030	1,533,157
Awarding body and professional body activities	6	898,798	863,851
Governance	7	65,999	128,564
Total resources expended		2,681,827	2,525,572
Net incoming resources for the year	8	397,657	67,722
Total funds brought forward at 1 April 2009		435,504	357,782
Total funds carried forward at 31 March 2010		833,161	435,504

All of the charity's activities derived from continuing operations during the above two financial periods

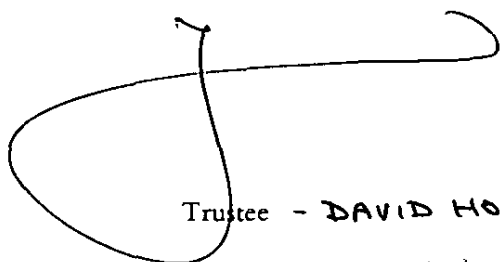
The charity has no recognised gains and losses other than those shown above and therefore no separate statement of total recognised gains and losses has been presented

There is no difference between the net movement in funds stated above, and the historical cost equivalent

Balance sheet 31 March 2010

	Notes	Group		Charity	
		2010 £	2009 £	2010 £	2009 £
Fixed assets					
Tangible fixed assets	13	52,354	76,585	32,622	36,882
		52,354	76,585	32,622	36,882
Current assets					
Stock		12,371	18,952	5,201	5,272
Debtors	15	384,102	418,672	608,514	874,802
Cash at bank and in hand		950,068	394,250	765,378	326,929
		1,346,541	831,874	1,379,093	1,207,003
Creditors amounts falling due within one year	16	(466,834)	(347,727)	(200,287)	(211,527)
Net current assets		879,707	484,147	1,178,806	995,476
Creditors amounts falling due after more than one year	17	(98,900)	(125,228)	—	—
Total net assets		833,161	435,504	1,211,428	1,032,358
Represented by:					
Funds and reserves					
Unrestricted funds		833,161	435,504	1,211,428	1,032,358

Approved by the trustees and signed on their behalf by



Trustee - DAVID HOLLAND

Approved on 3/8/10.

COMPANY REGISTRATION NO 3235481

Principal accounting policies 31 March 2010

Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with the requirements of the Companies Act 2006. Applicable accounting standards and the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) have been followed in these financial statements.

Basis of consolidation

The statement of financial activities and balance sheet consolidate the accounts of the charity and its subsidiary undertakings, Institute of Administrative Management and Institute of Professional Administrators, made up to the balance sheet date. Intragroup transactions are eliminated in full.

Incoming resources

Contract income is recognised for the period in which it is earned.

Income from registration fees, events and the sale of publications and certificates consists of the invoiced value for the period.

Members', students' subscriptions and application and examination fees are credited to incoming resources in the year it is received.

Income from accreditation, validation and other income is recognised when the charity has earned the income.

Income from investments is included in the year in which it is receivable.

Resources expended and the basis of apportioning costs

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered.

Resources expended comprise the following:

- a The costs of charitable activities comprise expenditure on the charity's primary charitable purposes as described in the trustees' report.
- b Governance costs are costs associated with the governance of the charity and its assets. Included within this category are costs associated with the strategic, as opposed to day-to-day, management of the charity's activities.
- c Support costs are allocated to the activities they are supporting on the basis of the time spent on each activity.

Principal accounting policies 31 March 2010

Tangible fixed assets and depreciation

All assets costing more than £1,000 and with an expected useful life exceeding one year are capitalised

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

- ◆ Fixtures, fittings and equipment - 20% on cost
- ◆ Computer equipment - 50% on cost

Stock

Stock is valued at the lower of cost and net realisable value

Pensions

The charity operates a defined contribution pension scheme. The pension costs charged in the financial statements represent the contribution payable by the charity during the year.

Fund accounting

Unrestricted funds represent those monies which are freely available for application towards achieving any charitable purpose that falls within the charity's charitable objects.

Leased assets

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged on a straight-line basis over the lease term.

Foreign currencies

Assets and liabilities in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are translated into sterling at the average rate of exchange during the year. Exchange differences are taken into account in arriving at the net movement in funds.

Cash flow

The financial statements do not include a cash flow statement because the company, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 'Cash flow statements'.

Notes to the financial statements 31 March 2010

1 Investment income

	2010 Total unrestricted funds £	2009 Total unrestricted funds £
<i>Council for Administration (Charity)</i>		
Bank interest receivable	—	11,559
<i>Institute of Professional Administrators</i>		
Bank interest receivable	—	113
	—	11,672

2 Promotion of training and skills

	2010 Total unrestricted funds £	2009 Total unrestricted funds £
<i>Council for Administration (Charity)</i>		
Income from activities for generating grants and contract income	865,985	1,037,099
Registration and certification fees	574,770	443,629
Publications, events, related products and services	68,752	120,203
	1,509,507	1,600,931

3 Professional body activities

	2010 Total unrestricted funds £	2009 Total unrestricted funds £
<i>Institute of Administrative Management</i>		
Subscriptions	280,668	105,850
<i>Institute of Professional Administrators</i>		
Subscriptions	55,107	29,518
Products and services	2,280	781
	57,387	30,299
Total	338,055	136,149

Notes to the financial statements 31 March 2010

4 Awarding body activities

	2010	2009
	Total	Total
	unrestricted	unrestricted
	funds	funds
	£	£
<i>Institute of Administrative Management</i>		
Examination fees	914,534	567,154
Registration and certification fees	289,935	248,760
Other income	27,453	28,628
	1,231,922	844,542

5 Promotion of training and skills

	2010	2009
	Total	Total
	unrestricted	unrestricted
	funds	funds
	£	£
<i>Council for Administration (Charity)</i>		
Staff costs	941,171	702,116
Contract costs	347,937	324,387
Registration and certification fees	51,229	32,586
Publication, events, related products and services	44,713	61,795
Legal and professional fees	23,100	13,837
Staff training	10,867	27,399
Recruitment costs	20,112	15,776
Premises costs	61,162	74,848
Other expenditure	216,739	280,413
	1,717,030	1,533,157

Notes to the financial statements 31 March 2010

6 Awarding body and professional body activities

	2010	2009
	Total	Total
	unrestricted	unrestricted
	funds	funds
	£	£
<i>Institute of Administrative Management</i>		
Staff costs	323,502	303,400
Subscriptions	17,583	28,557
Bad debt expense	31,625	24,471
Examinations	206,363	144,398
Accreditation and validation	77,073	46,374
Finance costs	11,184	20,465
Telephone, postage and stationary	3,375	9,927
Consultancy	33,269	20,696
Software development	—	15,198
Cost of sale of study materials	17,843	17,000
Promotion and publicity	58,202	81,025
Support costs	52,777	122,269
	832,796	833,780
<i>Institute of Professional Administrators</i>		
Staff costs	386	264
Subscriptions	2,980	8,468
Bad debt expense	286	—
Finance costs	738	579
Telephone, postage and stationary	887	1,318
Consultancy	1,405	—
Software development	—	3,393
Promotion and publicity	55,380	7,498
Support costs	3,940	8,551
	66,002	30,071
Total	898,798	863,851

Notes to the financial statements 31 March 2010

7 Governance costs

	2010 Total unrestricted funds £	2009 Total unrestricted funds £
<i>Council for Administration (Charity)</i>		
Trustees remuneration	6,500	6,500
Accountancy, legal and professional	5,030	44,432
Auditors' remuneration	14,250	16,852
Trustee meetings	12,734	18,840
	38,514	86,624
<i>Institute of Administrative Management</i>		
Auditors' remuneration	12,600	22,487
Trustee meetings	10,311	3,514
Other trustee expenses	2,338	5,219
	25,249	31,220
<i>Institute of Professional Administrators</i>		
Accountancy, legal and professional	—	6,956
Auditors' remuneration	1,750	3,650
Trustee meetings	486	114
	2,236	10,720
Group Total	65,999	128,564

8 Net incoming resources for the year

This is stated after charging

	2010 Total unrestricted funds £	2009 Total unrestricted funds £
Staff costs (note 9)	1,265,059	1,005,780
Auditors' remuneration		
Statutory audit services	21,800	22,400
Other services	3,100	15,389
Under provision in respect of the prior year	4,000	5,200
Depreciation	62,929	44,644
Operating leases	7,792	50,296

Notes to the financial statements 31 March 2010

9 Staff costs

Staff costs during the year were as follows

Charity	Total 2010 £	Total 2009 £
Wages and salaries	817,206	591,321
Social security	78,075	71,261
Other pension costs	45,890	39,534
	941,171	702,116

Staff costs during the year were as follows

Group	Total 2010 £	Total 2009 £
Wages and salaries	1,112,174	845,608
Social security	97,319	95,594
Other pension costs	55,566	51,527
Severance costs	—	13,051
	1,265,059	1,005,780

Number of employees

The average number of employees, calculated on a full time equivalent basis for the group was

	2010 Number	2009 Number
Council for Administration (Charity)	20	20
Institute of Administrative Management	6	8
Institute of Professional Administrators	1	1
	27	29

Higher paid employees

	Total 2010	Total 2009
The number of higher paid employees was		
£80,001 - £90,000	—	1
£90,001 - £100,000	1	—
£120,001 - £130,000	—	1
£130,001 - £140,000	1	—
	2	2

The above higher paid employees received employer pension contributions of £22,450

10 Trustees emoluments

	2010 IAM £	2010 CfA £	Total 2010 £	Total 2009 £
Remuneration and other benefits	—	6,500	6,500	6,500

In addition, six trustees were reimbursed £10,055 (2009 - £4,804) for expenses during the year. The only trustee to receive any remuneration was the Chairman for whom the authority to remunerate was received from the Charity Commission in February 2004.

The charity has purchased insurance to protect the charity from any loss arising from the neglect or defaults of its trustees, employers and agents and to indemnify the trustees or other officers against the consequences of any neglect or default on their part.

11 Pension costs

CfA operates a defined contribution pension scheme in respect of the employees. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the charity and amounted to £45,890 (2009 - £39,534).

IAM operates a defined contribution pension scheme in respect of the employees. The scheme and its assets are held by independent managers. The pension charge represents contribution due from the charity and amounted to £9,676 (2009 - £11,993).

12 Taxation

The Council for Administration is a registered charity and therefore is not liable to income tax or corporation tax on income derived from its charitable activities as it falls within the various exemptions available to registered charities.

Notes to the financial statements 31 March 2010

13 Tangible fixed assets

Group	Fixtures fittings and equipment £	Computer and office equipment £	Total £
Cost			
At 1 April 2009	87,096	157,383	244,479
Additions	2,033	36,665	38,698
At 31 March 2010	89,129	194,048	283,177
Depreciation			
At 1 April 2009	60,195	107,699	167,894
Charge for year	16,906	46,023	62,929
At 31 March 2010	77,101	153,722	230,823
Net book values			
At 31 March 2010	12,028	40,326	52,354
At 31 March 2009	26,901	49,684	76,585

Charity	Fixtures fittings and equipment £	Computer and office equipment £	Total £
Cost			
At 1 April 2009	87,096	107,582	194,678
Additions	2,033	28,215	30,248
At 31 March 2010	89,129	135,797	224,926
Depreciation			
At 1 April 2009	60,195	97,601	157,796
Charge for year	16,906	17,602	34,508
At 31 March 2010	77,101	115,203	192,304
Net book values			
At 31 March 2010	12,028	20,594	32,622
At 31 March 2009	26,901	9,981	36,882

Notes to the financial statements 31 March 2010

14 Investment in subsidiaries

The charity has two wholly owned subsidiaries, The Institute of Administrative Management and the Institute of Professional Administrators

A summary of their results is shown below

	31 March 2010	31 March 2009
	£	£
Institute of Administrative Management		
Incoming resources	1,512,690	958,351
Resources expended	(1,271,085)	(1,010,205)
Net incoming (outgoing) resources	241,605	(51,854)
	2010	2009
	£	£
Institute of Professional Administrators		
Turnover	57,387	81,147
Cost of sales	(2,980)	(9,472)
Gross profit	54,407	71,675
Administration expenses	(77,317)	(82,044)
Interest receivable	—	725
Taxation	(7)	(145)
Loss for the year	(22,917)	(9,789)

The Institute of Administrative Management has one wholly owned trading subsidiary which is incorporated in England and Wales, IAM Management Services Limited. It was dormant throughout the period and in the previous year and had no assets or liabilities at 31 March 2010.

Notes to the financial statements 31 March 2010

15 Debtors

	Group		Charity	
	2010 £	2009 £	2010 £	2009 £
Amounts falling due within one year				
Trade debtors	344,630	391,716	246,497	298,112
Other debtors	10,565	14,586	10,565	14,449
Prepayments and accrued income	28,907	12,370	27,707	12,370
	384,102	418,672	284,769	324,931
Amounts falling due after more than one year				
Amount due from subsidiary undertakings	—	—	323,745	549,871
	384,102	418,672	608,514	874,802

16 Creditors: amounts falling due within one year

	Group		Charity	
	2010 £	2009 £	2010 £	2009 £
Bank loan (see note 17)	30,400	30,879	—	—
Other loans	233	22,835	—	—
Trade creditors	128,374	189,926	87,107	161,042
Other taxes and social security costs	37,139	34,112	30,208	27,336
Other creditors	12,478	—	9,412	6,183
Accruals and deferred income	258,210	69,975	73,560	16,966
	466,834	347,727	200,287	211,527

17 Creditors: amounts falling due after more than one year

	Group		Charity	
	2010 £	2009 £	2010 £	2009 £
Bank loan – over five years	98,900	125,228	—	—

On the bank loan, interest will be charged at 2% per annum over the bank's base rate

The bank loan is secured by way of a Debenture over the assets and undertaking of the subsidiary, the Institute of Administrative Management

Notes to the financial statements 31 March 2010

18 Analysis of net assets between funds

Charity	Unrestricted funds 2010	Total funds 2010 £
Funds at 31 March 2010 are represented by:		
Tangible fixed assets	32,622	32,622
Current assets	1,379,093	1,379,093
Current liabilities	(200,287)	(200,287)
Total net assets	1,211,428	1,211,428

Group	Unrestricted funds 2010	Total funds 2010 £
Funds at 31 March 2010 are represented by:		
Tangible fixed assets	52,354	52,354
Current assets	1,346,641	1,346,641
Current liabilities	(466,834)	(466,834)
Long term liabilities	(98,900)	(98,900)
Total net assets	833,261	833,261

19 Financial commitments

At 31 March 2010, the charity had annual commitments under non-cancellable operating leases which expire as follows

	Land and buildings		Other	
	2010 £	2009 £	2010 £	2009 £
Operating leases which expire				
Between two and five years	—	42,504	7,792	7,792

The rental lease on 6 Graphite Square ended and a new lease on 6 Graphite Square was entered into after 31 March 2010. The new lease has annual commitments of £35,838 which expire between two and five years.

20 Related Party Transactions

During the year, the following payments were made in respect of professional services rendered in relation to education and examination matters.

Trustees	2010 £	2009 £
J McLean	9,783	7,126

Payments made to trustees are authorised under the provisions of paragraph 33 of the Memorandum and Articles

21 Post balance sheet events

On 1 April 2010 the Council for Administration Group undertook a group restructuring with a view to simplifying the group structure. A new entity Skills CfA has been set up as a wholly owned subsidiary of the Council for Administration to continue the charitable activities of the Council for Administration.

The Institute of Professional Administrators (a wholly owned subsidiary of the Council for Administration at 31 March 2010) has merged with the Institute of Administrative Management (also a wholly owned subsidiary of the Council for Administration at 31 March 2010) on 1 April 2010.

The impact of the above changes is that Council for Administration is now a parent charity of the Institute of Administrative Management and Skills CfA. It is now planned that the group's main charitable income and expenditure will be carried out through Institute of Administrative Management and Skills CfA. The Council for Administration, as the parent charity, will bear central overheads which will be recharged to its subsidiaries.

22 Capital Commitments

The Council for Administration has committed to significant refurbishment of the offices at 6 Graphite Square. The total cost committed to this refurbishment is £72,730. A deposit of £18,183 had been made at the year end.