INTERNATIONAL FEDERATION OF PROFESSIONAL AROMATHERAPISTS ("IFPA")

England & Wales · Charity number 1091325

Details

Status	Registered
Legal form	Charitable company
Company number	04388652
Registered	2002-03-22
Register	View on the Charity Commission register

Contact

Address	Ifpa 82 Ashby Road Hinckley Leicestershire LE10 1SN
Phone	07932789401
Email	admin@ifparoma.org
Website	www.ifparoma.org

Activities

Objects: THE OBJECTS OF THE FEDERATION ("THE OBJECTS") SHALL BE THE PRESERVATION OF HEALTH BY ADVANCING THE KNOWLEDGE, PRACTICE OF AND EXPERTISE IN AROMATHERAPY BY EDUCATION, TEACHING AND TRAINING AND OTHER LAWFULLY CHARITABLE MEANS.

Activities: The IFPA is the largest aromatherapy specific professional practitioner organisation, involved in supporting aromatherapists worldwide and promoting education standards within the aromatherapy profession.

Classification

- **How:** Provides Advocacy/advice/information
- **What:** Education/training
- **Who:** Other Defined Groups, The General Public/mankind

Geography

- **Area of benefit:** NATIONAL
- Japan
- Northern Ireland
- Scotland
- Throughout England And Wales

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£155,692	£153,143	-	-
2024-03-31	£140,880	£159,095	-	-
2023-03-31	£144,071	£152,352	-	-
2022-03-31	£142,936	£155,427	-	-
2021-03-31	£164,025	£139,823	-	-

Trustees

Name	Role	Appointed
Charlotte Norgaard		2023-11-18
Christine Courtney		2020-11-27
Denise Cusack		2024-11-23
Dr Nicole Bou Khalil		2023-03-22
Dr Raquel Costa		2023-11-18
Jane Court		2020-11-27
LOUISE CARTA		2017-03-16
Tomoyo Nozaki		2023-11-18
Yee Nga Wong		2023-11-18

INTERNATIONAL FEDERATION OF PROFESSIONAL AROMATHERAPISTS ("IFPA")

England & Wales - Charity number 1091325

Accounts

International Federation of Professional Aromatherapists

Company limited by guarantee

Directors' report and financial statements

for the year ended 31 March 2025

Charity registration number 1091325
Company registration number 04388652

International Federation of Professional Aromatherapists
Company limited by guarantee

Contents

International Federation of Professional Aromatherapists
Company limited by guarantee

Directors' and trustees report
for the year ended 31 March 2025

The directors and trustees present their report and the financial statements for the year ended 31 March 2025.

Reference and administrative details

Company name:	International Federation of Professional Aromatherapists
Charity registration number:	1091325
Company registration number:	04388652
Registered office:	82 Ashby Road Hinckley Leicestershire LE10 1SN
Company secretary:	Mrs L Carta Resigned 23.11.24
Treasurer:	Ms J Court
Chairperson	Ms C Courtney
Independent examiner:	Integra Accounting Limited 5 Station Road Hinckley Leicestershire LE10 1AW
Bankers:	HSBC Bank PLC 10 Market Place Hinckley Leicestershire LE10 1NU

Directors

The directors (who are also trustees of the charity for the purpose of charity law) who served during the year are as stated below:

Louise Carta	Elected 23.11.24	Deborah Moore	Resigned 23.11.24
Jane Court		Sunita Teckchand	Resigned 23.11.24
Christine Courtney		Dr Raquel Costa	
Robin Kessler	Resigned 15.02.25	Dr Nicole Bou Khalil	
Charlotte Norgaard		Yee Nga Wong	
Tomoyo Nozaki		Gabriel Mojay	Resigned 17.05.24
Manuela Isgro	Resigned 16.06.24	Denise Cusack	Elected 23.11.24
Yasmine El Ghamrawy	Resigned 11.05.24	Lindsay Orton	Elected 24.06.25

.... continued

Structure governance and management

The Charity was incorporated as a private company limited by guarantee on 6 March 2002. The company registration number is 04388652. The charitable company is governed by its Memorandum and Articles of Association which outline the administration, objects and powers of the charity.

The Articles provide for the governing body to be appointed from its membership by election at the annual General Meeting or Directors ("Trustees") can also be co-opted by the Board (the charity's governing body) as a vacancy arises. All members of the Board give their time voluntarily and receive no benefits from the Charity. Following the Annual General meeting in 2024 the Directors met and agreed to re-appoint Christine Courtney as Chair and Jane Court as Treasurer.

The Directors are required to give an undertaking to be bound by the Trustees Code of Conduct is the discharge of their duties. The Code aims to ensure that the Directors both collectively and individually, place the interests of the Charity before any personal interests.

A culture of sound management of resources forms the basis of the Directors decision making and delegation of powers, with appropriate oversight, to subcommittees of the Board whilst not being over cautious or risk averse. The Board has established subcommittees to manage and advise on specific operational areas with limited authority and with specific terms of reference.

The Board works effectively as a team and has developed strong working relationships and recognises that Directors ("Trustees") must have appropriate skills, attributes, knowledge, and commitment to be effective and places appropriate emphasis on these qualities in the Trustee recruitment process.

The Board has access to professional charity governance advice and is a member of the National Council for Voluntary Organisations which offers support and an online resource for small charities.

It is intended, as far as possible, to maintain a broad range of skills within the Board of Trustees, covering education, management, finance and business skills.

Objectives and activities

The principal objective of the Charity is the preservation of health by advancing knowledge, practice and expertise in aromatherapy by education, teaching and training and other lawful charitable means.

The Federation's members are trained to high and exacting standards and the organisation considers itself a centre of excellence for clinical and holistic aromatherapy globally.

The activities undertaken by the Charity are in support of these objectives and include the following:

- a strong, robust accreditation system for approving and registering schools, their tutors and courses which maintain the high standards of education required by the Federation
- the awarding and ongoing review, through CPD, of a high-quality qualification gained on attaining the stringent requirements for admission to full membership and which is recognized internationally
- a high standard of practice and a qualification which is recognized by Complementary Therapy Insurers
- increasing awareness of aromatherapy including evidence based research through events, conferences, publications, and regional groups
- engagement with the wider community and peer groups including registration with the National Institute of Clinical Excellence as a consultative stakeholder.

The Directors have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charitable company's aims and objectives and in planning future activities. In particular, the Directors have considered how planned activities will contribute to the aims and objectives set.The Directors have also used the Charity Governance Code for Smaller Charities guiding principles as mandated by the members at the Annual General Meeting in 2022.

.... continued

Financial review

The results of the year and financial position are shown in the annexed financial statements.

The organisation reports a net surplus for the year of £2,549 (2024: £18,215 deficit) and Net Assets of £245,573 (2024: £243,024) which reflects the surplus.

The total income increased to £155,692 (2024: £140,880), an 11% increase on the previous year. This is mainly attributable to an increase in membership fees from £121,607 to £127,842, gift aid of £5,023 and a £3,815 increase in conference income.

The total expenditure decreased by £5,952 during the year to £153,143 (2024: £159,095) a 4% decrease from the previous year. Management and administration expenses increased to £102,331 (2024: £94,951) and Direct charitable expenditure decreased to £50,812 (2024: £64,144).

The Board has the following matters to report on for these financial statements:

- An Accrued and Deferred income recognition policy is in place. Advance membership payments received at the year-end but relating to the next year are deferred for inclusion in that year's figures and membership fees received that straddle a year end are apportioned accordingly
- The figures do not include gift aid claims in the year as IFPA's approach to gift aid remains under review
- The Federation owns outright the Hinckley Head Office, which in common with other fixed assets is carried in the accounts at depreciated cost.

No funds are held as custodian trustee on behalf of others, and none of the Charity's funds are restricted in their use, other than by legal and constitutional considerations.

Reserves policy

The Charity has no specific reserves policy however it currently maintains a cash reserve of £75,000, generally in line with the Ofqual recommendations in respect of reserves. This cash is held in a separate deposit account.

Achievements and performance

Introduction

Over the past 12 months, IFPA has continued to strengthen its organisation and expand its influence within the global aromatherapy community. This year's focus has been on advancing professional standards, supporting education and broadening the reach and visibility of the association both in the UK and internationally.

Education and Standards

The IFPA Education Subcommittee has maintained its commitment to reviewing and refining the organisation's educational resources and professional standards.

The revised IFPA Aromatherapy syllabus has now been successfully implemented, receiving excellent feedback from accredited schools and educators. This milestone marks a significant step in strengthening professional training standards and ensuring alignment with the CNHC Core Curriculum.

Following the introduction of the new syllabus, the Education Committee has updated the IFPA Schools Manual to incorporate key themes such as Sustainability and Environmental Responsibility, Diversity, Equality and Inclusive Practice, and Safeguarding. The Committee is also developing comprehensive Guidelines for Online and Blended Learning to support modern teaching methods and ensure consistent quality across all IFPA-accredited programmes.

The Free Student Membership Initiative has been designed to increase student engagement and encourage progression to Full IFPA Membership upon completion of training. This initiative provides access to professional resources, networking opportunities, and In Essence - IFPA's digital journal - helping students stay informed and connected from the outset of their careers.

Communication and Engagement

The Public Relations and Marketing Subcommittees have continued to strengthen IFPA's communication channels and community engagement.

IFPA's social media presence has grown steadily, with greater interaction across platforms and more active participation from members. Regular posts and updates have improved communication within the membership and increased public awareness of IFPA's work.

We were delighted to launch the newly improved In Essence Journal, now fully digital and available to all members. This transition enhances sustainability, reduces costs, and eliminates the need for printing and postage. The digital format also allows greater accessibility for international members. The journal is now available in Japanese, with plans to expand into other languages in the future.

Plans are also underway to launch a new IFPA Webinar Series, designed to offer accessible continuing professional development (CPD) opportunities and connect members across the globe.

Community and Events

This year has seen a strong focus on community building and professional collaboration.

The annual IFPA Conference and CPD Day, held online in November 2024, marked our first fully virtual AGM and Conference. It was a great success, providing valuable opportunities for learning, networking, and inspiration. Hosting the event online also enabled greater participation from our overseas members, strengthening global connections and inclusivity.

IFPA was also proud to sponsor the 2024 NAHA Beyond Aromatics Conference, reinforcing our commitment to collaboration and professional unity within the international aromatherapy community.

Looking Ahead

IFPA remains dedicated to advancing aromatherapy education and professional practice. Over the coming year, our focus will be on expanding online learning opportunities, including the development of new webinars, Teacher Training Programmes, and External Examiner Workshops. These initiatives will continue to support professional growth and uphold the highest educational standards across IFPA-accredited institutions.

The Board extends its heartfelt gratitude to all members, volunteers, and accredited schools whose dedication and collaboration continue to strengthen IFPA and uphold its values of professionalism, integrity, and care.

Conclusion

IFPA continues to build on its strong foundation of professionalism, collaboration and care. Through ongoing educational innovation, enhanced communication and meaningful community initiatives, the Federation remains dedicated to advancing aromatherapy as a respected, evidence-informed and globally connected profession.

International Federation of Professional Aromatherapists
Company limited by guarantee

Directors' and trustees report
for the year ended 31 March 2025

Statement of Directors' responsibilities
The trustees (who are also directors of the company for the purposes of company law) are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently
- observe method and principles in the Charities SORP
- make judgements and estimates that are reasonable and prudent
- state whether applicable UK Accounting Standards have been followed, subject to any material departure disclosed and explained in the financial statements
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for maintaining proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

This report was approved by the Board on 29 November 2025 and signed on its behalf by

C Courtney
Director

Independent examiner's report to the trustees on the unaudited financial statements of International Federation of Professional Aromatherapists.

I report on the financial statements of International Federation of Professional Aromatherapists for the year ended 31 March 2025 which are set out on pages 9 to 16.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purpose of company law) are responsible for the preparation of the accounts, the trustees consider that the audit requirement of section 43(2) of the Charities Act 2011 (the Act) does not apply and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charitable company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in, any material respect, the requirements;
- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mrs J Carter FCCA
Integra Accounting Limited
5 Station Road, Hinckley, Leicestershire, LE10 1AW
29 November 2025

International Federation of Professional Aromatherapists
Company limited by guarantee

Statement of financial activities

For the year ended 31 March 2025

	Notes	Unrestricted funds £	Restricted funds £	2025 Total £	2024 Total £
Incoming resources					
Membership fees		127,842	-	127,842	121,607
Administration fees		1,498	-	1,498	1,591
Schools		10,484	-	10,484	11,311
Advertising		953	-	953	450
Conference income		8,415	-	8,415	4,600
Investment income	**7**	1,477	-	1,477	1,321
Gift aid		5,023	-	5,023	-
Total incoming resources		155,692	-	155,692	140,880
Resources expended					
Direct charitable expenditure	**8**	50,812	-	50,812	64,144
Management and administration expenses of the charity	**9**	102,331	-	102,331	94,951
Total charitable expenditure		153,143	-	153,143	159,095
Net movement in funds		2,549	-	2,549	(18,215)
Reconciliation of funds					
Total funds brought forward		243,024	-	243,024	261,239
Total funds carried forward		245,573	-	245,573	243,024

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

The notes on pages 12 to 17 form an integral part of these financial statements.

International Federation of Professional Aromatherapists
Company limited by guarantee

Balance sheet
as at 31 March 2025

	Notes	2025 £	2025 £	2024 £	2024 £
Fixed assets					
Tangible assets	**10**		89,233		90,755
Current assets					
Debtors	**11**	5,625		5,051	
Cash at bank and in hand		221,245		229,616	
		226,870		234,667	
Prepayments and accrued income		2,305		1,523	
Creditors: amounts falling due within one year	**12**	(2,660)		(9,428)	
Net current assets			226,515		226,762
Total assets less current liabilities			315,748		317,517
Accruals and deferred income			(70,175)		(74,493)
Net assets			245,573		243,024
Reserves					
Accumulated surplus	**13**		245,573		243,024
Members' funds			245,573		243,024

The directors' statements required by Sections 475(2) and (3) are shown on the following page which forms part of this Balance Sheet.

The notes on pages 12 to 17 form an integral part of these financial statements.

Balance sheet (continued)

Directors' statements required by Sections 475(2) and (3) for the year ended 31 March 2025

For the year ending 31 March 2025 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors Responsibilities

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

- The directors acknowledge their responsibilities for complying with the requirements of the act with respect to the accounting records and preparation of financial statements.

These financial statements have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

The accounts were approved by the board of directors and authorised for issue on 29 November 2025 and are signed on behalf of the board by:

C Courtney
Director

Registration number 04388652

The company is a private company limited by guarantee, registered in England. The address of the registered office is 82 Ashby Road, Hinckley, Leicestershire, LE10 1SN.

Notes to the financial statements
for the year ended 31 March 2025

1. General Information

The charity is a company limited by guarantee registered in England. The Trustees are named on the directors' and trustees report. In the event of the charity being wound up, the liability in respect of the guarantee is limited to a maximum of £10 per member of the charity. The address of the registered office is 82 Ashby Road, Hinckley, Leicestershire, LE10 1SN.

2. Statement of compliance

These have been prepared in compliance with the provisions of FRS 102, Section 1A, 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) 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 (FRS102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

3. Accounting policies

3.1. Basis of preparation

The have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through profit or loss.

The financial statements are prepared in sterling, which is the functional currency of the entity.

3.2. Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

3.3. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. No amounts are included in the financial statements for services donated by volunteers.

.... continued

3.4. Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of the resources.

3.5. Tangible fixed assets and depreciation

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Freehold property	-	2% straight line
Property improvements	-	20% reducing balance
Fixtures and fittings	-	20% reducing balance
Computer equipment	-	25% straight line

3.6. Finance and operating leases

Rentals applicable to operating leases are charged to the statement of financial activities over the period in which the cost is incurred.

3.7. Pensions

The pension costs charged in the financial statements represent the contribution payable by the company during the year.

4. Staff costs

The average number of persons employed by the company during the year was 3 (2024: 3).
No employees received total benefits of more that £60,000.

5. Directors' remuneration

No directors received any remuneration for their services in the role during the year.

6. Pension costs

The company operates a defined contribution pension scheme. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the company and amounted to £788 (2024 - £784).

.... continued

7. Investment income

	Unrestricted funds £	Restricted funds £	2025 Total £	2024 Total £
Interest from bank accounts	1,477	-	1,477	1,321

8. Direct charitable expenditure

	Unrestricted funds £	Restricted funds £	2025 Total £	2024 Total £
AGM, meetings and conferences	(1,115)	-	(1,115)	6,644
In Essence production costs	45,433	-	45,433	45,758
Printing, postage and stationery	1,189	-	1,189	1,294
Computer costs	5,305	-	5,305	10,448
	50,812	-	50,812	64,144

.... continued

9. Management and administration expenses of the Charity

	Unrestricted funds £	Restricted funds £	2025 Total £	2024 Total £
Gross salaries and wages	43,740	-	43,740	44,561
Pension costs	788	-	788	784
Insurance	3,049	-	3,049	3,031
Light and heat	2,650	-	2,650	2,067
Hire of equipment	1,692	-	1,692	1,692
Rates and water	465	-	465	416
Repairs and renewals	6,477	-	6,477	2,591
General expenses	1,773	-	1,773	1,901
Telephone	955	-	955	926
Accountancy	2,438	-	2,438	2,325
Independent examiner's fee	812	-	812	775
Bookkeeping costs	1,329	-	1,329	1,296
Professional fees	23,322	-	23,322	21,897
Trustees expenditure	429	-	429	51
Bank charges	8,780	-	8,780	7,402
Depreciation	3,632	-	3,632	3,236
	102,331	-	102,331	94,951

There are no employees receiving a salary in excess of £60,000.

Included within professional fees above is exceptional expenditure incurred during the financial year relating to a legal dispute with a former trustee. Legal fees in relation to this totalled £2,845 (2024: £2,690). The trustees have taken appropriate legal advice and adopted a strategy to cap any further additional costs

.... continued

10. Tangible fixed assets

	Freehold property £	Property improve-ments £	Fixtures and fittings £	Computer equipment £	Total £
Cost					
At 1 April 2024	135,000	2,284	6,916	32,726	176,926
Additions	-	-	-	2,110	2,110
At 31 March 2025	135,000	2,284	6,916	34,836	179,036
Depreciation					
At 1 April 2024	45,900	2,232	6,769	31,270	86,171
Charge for the year	2,700	10	29	893	3,632
At 31 March 2025	48,600	2,242	6,798	32,163	89,803
Net book values					
At 31 March 2025	86,400	42	118	2,673	89,233
At 31 March 2024	89,100	52	147	1,456	90,755

11. Debtors

	2025 £	2024 £
Trade debtors	4,617	4,309
Other debtors	1,008	742
	5,625	5,051

12. Creditors: amounts falling due within one year

	2025 £	2024 £
Trade creditors	2,530	4,273
Other creditors	130	5,155
	2,660	9,428

.... continued

13. Reserves

	Accumulated surplus £	Total £
At 1 April 2024	243,024	243,024
Surplus for the year	2,549	2,549
At 31 March 2025	245,573	245,573

Accounts

International Federation of Professional Aromatherapists

Company limited by guarantee

Directors' report and financial statements

for the year ended 31 March 2024

Charity registration number 1091325
Company registration number 04388652

International Federation of Professional Aromatherapists
Company limited by guarantee

Contents

International Federation of Professional Aromatherapists
Company limited by guarantee

Directors' and trustees report
for the year ended 31 March 2024

The directors and trustees present their report and the financial statements for the year ended 31 March 2024.

Reference and administrative details

Company name:	International Federation of Professional Aromatherapists
Charity registration number:	1091325
Company registration number:	04388652
Registered office:	82 Ashby Road Hinckley Leicestershire LE10 1SN
Company secretary:	Mrs L Carta
Treasurer:	Ms J Court
Chairperson	Ms C Courtney
Independent examiner:	Integra Accounting Limited 5 Station Road Hinckley Leicestershire LE10 1AW
Bankers:	HSBC Bank PLC 10 Market Place Hinckley Leicestershire LE10 1NU

Directors

The directors (who are also trustees of the charity for the purpose of charity law) who served during the year are as stated below:

Louise Carta	Resigned 25.11.23	Deborah Moore	
Suk Kwan Chan	Resigned 25.09.23	Sunita Teckchand	
Jane Court		Dr Raquel Costa	Elected 25.11.23
Christine Courtney		Dr Nicole Bou Khalil	
Kazue Gill	Resigned 25.11.23	Yasmine El Ghamrawy	Resigned 11.05.24
Manuela Isgro	Resigned 16.06.24	David Wilson	Resigned 04.07.23
Robin Kessler	Elected 25.11.23	Joanne Woodward	Resigned 05.05.23
Charlotte Norgaard	Elected 25.11.23	Yee Nga Wong	Elected 25.11.23
Tomoyo Nozaki	Elected 25.11.23	Gabriel Mojay	Elected 25.11.23 resigned 17.05.24

.... continued

Structure governance and management

The Charity was incorporated as a private company limited by guarantee on 6 March 2002. The company registration number is 04388652. The charitable company is governed by its Memorandum and Articles of Association which outline the administration, objects and powers of the charity.

The Articles provide for the governing body to be appointed from its membership by election at the annual General Meeting or Directors ("Trustees") can also be co-opted by the Board (the charity's governing body) as a vacancy arises. All members of the Board give their time voluntarily and receive no benefits from the Charity. Following the Annual General meeting in 2023 the Directors met and agreed to re-appoint Christine Courtney as Chair and Jane Court as Treasurer. It was also agreed to appoint Louise Carter as Secretary.

The Directors are required to give an undertaking to be bound by the Trustees Code of Conduct is the discharge of their duties. The Code aims to ensure that the Directors both collectively and individually, place the interests of the Charity before any personal interests.

A culture of sound management of resources forms the basis of the Directors decision making and delegation of powers, with appropriate oversight, to subcommittees of the Board whilst not being over cautious or risk averse. The Board has established subcommittees to manage and advise on specific operational areas with limited authority and with specific terms of reference.

The Board works effectively as a team and has developed strong working relationships and recognises that Directors ("Trustees") must have appropriate skills, attributes, knowledge, and commitment to be effective and places appropriate emphasis on these qualities in the Trustee recruitment process.

The Board has access to professional charity governance advice and is a member of the National Council for Voluntary Organisations which offers support and an online resource for small charities.

It is intended, as far as possible, to maintain a broad range of skills within the Board of Trustees, covering education, management, finance and business skills.

Directors' and trustees report
for the year ended 31 March 2024

Objectives and activities

The principal objective of the Charity is the preservation of health by advancing knowledge, practice and expertise in aromatherapy by education, teaching and training and other lawful charitable means.

The Federation's members are trained to high and exacting standards and the organisation considers itself a centre of excellence for clinical and holistic aromatherapy globally.

The activities undertaken by the Charity are in support of these objectives and include the following:

- a strong, robust accreditation system for approving and registering schools, their tutors and courses which maintain the high standards of education required by the Federation
- the awarding and ongoing review, through CPD, of a high-quality qualification gained on attaining the stringent requirements for admission to full membership and which is recognized internationally
- a high standard of practice and a qualification which is recognized by Complementary Therapy Insurers
- increasing awareness of aromatherapy including evidence based research through events, conferences, publications, and regional groups
- engagement with the wider community and peer groups including registration with the National Institute of Clinical Excellence as a consultative stakeholder.

The Directors have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charitable company's aims and objectives and in planning future activities. In particular, the Directors have considered how planned activities will contribute to the aims and objectives set.The Directors have also used the Charity Governance Code for Smaller Charities guiding principles as mandated by the members at the Annual General Meeting in 2022.

.... continued

Financial review
The results of the year and financial position are shown in the annexed financial statements.

The organisation reports a net loss for the year of £18,215 (2023: £8,281) and Net Assets of £243,024 (2023: £261,239) which reflects the loss.

The total income decreased to £140,880 (2023: £144,071), a 2% decrease on the previous year. This is mainly attributable to a decrease in membership fees from £128,499 to £121,607.

The total expenditure increased by £6.7k during the year to £159,095 (2023: £152,352) a 4% increase on the previous year. Management and administration expenses increased to £94,951 (2023: £86,383) and Direct charitable expenditure decreased to £64,144 (2023: £65,969).

The Board has the following matters to report on for these financial statements:

- An Accrued and Deferred income recognition policy is in place. Advance membership payments received at the year-end but relating to the next year are deferred for inclusion in that year's figures and membership fees received that straddle a year end are apportioned accordingly
- The figures do not include gift aid as IFPA's approach to gift aid remains under review
- The Federation owns outright the Hinckley Head Office, which in common with other fixed assets is carried in the accounts at depreciated cost.

No funds are held as custodian trustee on behalf of others, and none of the Charity's funds are restricted in their use, other than by legal and constitutional considerations.

Reserves policy
The Charity has no specific reserves policy however it currently maintains a cash reserve of £75,000, generally in line with the Ofqual recommendations in respect of reserves. This cash is held in a separate deposit account.

.... continued

Achievements and performance

Over the last 12 months the IFPA have continued to work hard to strengthen the organisation by reviewing and updating its Safety Practice Guidelines and Education Guidelines.

The IFPA Education subcommittee conducted an evaluation of all its guidelines and have now updated its 'Guidelines for Aromatherapists Working with People Who Have or Have Had a Cancer Diagnosis'. To help achieve this the board called upon Dr Jacqui Stringer for her expert advice. Jacqui is a clinical aromatherapists and haematology & oncology nurse. Jacqui is also the Clinical and Research Lead for the Complementary Health & Wellbeing services at The Christie NHS Trust, an acute cancer hospital in Manchester.

The IFPA Education Subcommittee also worked together with Dr Kelly Ablard, Director of Airmid Institute, to create a new sustainability syllabus which now forms part of the new Aromatherapy Syllabus. Dr Ablard is a clinical aromatherapists, conversationist and dedicated to the global education, research and sustainable management of medicinal and aromatic plants.

Work has been ongoing to build on IFPA's web presence following the re-launch of the website and further develop its online capacity and services. The board feel that they have produced excellent guidelines and a new Aromatherapy syllabus which is representative of the industry today.

Members of IFPA's Public Relations and Marketing subcommittees have been working together to increase engagement on our social media platforms. We are pleased to report that, as a result of their efforts, IFPA's social media presence has greatly improved, and it is great to see members participating in discussions via the IFPA's social media platforms.

IFPA have begun the process of creating and/or collaborating on the development of an Aromatherapy database that collates essential oil case studies and clinical practice studies.

The IFPA continue to welcome on board new accredited schools and members in the UK and abroad.

Directors' and trustees report
for the year ended 31 March 2024

Statement of Directors' responsibilities

The trustees (who are also directors of the company for the purposes of company law) are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently
- observe method and principles in the Charities SORP
- make judgements and estimates that are reasonable and prudent
- state whether applicable UK Accounting Standards have been followed, subject to any material departure disclosed and explained in the financial statements
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for maintaining proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

This report was approved by the Board on 23 November 2024 and signed on its behalf by

C Courtney
Director

International Federation of Professional Aromatherapists
Company limited by guarantee

Independent examiner's report to the trustees on the unaudited financial statements of International Federation of Professional Aromatherapists.

I report on the financial statements of International Federation of Professional Aromatherapists for the year ended 31 March 2024 which are set out on pages 8 to 16.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purpose of company law) are responsible for the preparation of the accounts, the trustees consider that the audit requirement of section 43(2) of the Charities Act 2011 (the Act) does not apply and that an independent examination is needed.

It is my responsibility to:

-examine the accounts under section 145 of the Charities Act

-to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and

-state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charitable company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in, any material respect, the requirements;

-to keep accounting records in accordance with section 130 of the Charities Act; and

-to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mrs J Carter FCCA
Integra Accounting Limited
5 Station Road, Hinckley, Leicestershire, LE10 1AW
23 November 2024

Statement of financial activities

For the year ended 31 March 2024

	Notes	Unrestricted funds £	Restricted funds £	2024 Total £	2023 Total £
Incoming resources					
Membership fees		121,607	-	121,607	128,499
Administration fees		1,591	-	1,591	1,737
Schools		11,311	-	11,311	13,199
Advertising		450	-	450	330
Conference income		4,600	-	4,600	-
Sundry income		-	-	-	11
Investment income	**7**	1,321	-	1,321	295
Total incoming resources		140,880	-	140,880	144,071
Resources expended					
Direct charitable expenditure	**8**	64,144	-	64,144	65,969
Management and administration expenses of the charity	**9**	94,951	-	94,951	86,383
Total charitable expenditure		159,095	-	159,095	152,352
Net movement in funds		(18,215)	-	(18,215)	(8,281)
Reconciliation of funds					
Total funds brought forward		261,239	-	261,239	269,520
Total funds carried forward		243,024	-	243,024	261,239

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

The notes on pages 11 to 16 form an integral part of these financial statements.

International Federation of Professional Aromatherapists
Company limited by guarantee

Balance sheet
as at 31 March 2024

		2024		2023	
	Notes	**£**	**£**	**£**	**£**
Fixed assets					
Tangible assets	**10**		90,755		93,991
Current assets					
Debtors	**11**	5,051		3,242	
Cash at bank and in hand		229,616		256,115	
		234,667		259,357	
Prepayments and accrued income		1,523		2,831	
Creditors: amounts falling due within one year	**12**	(9,428)		(12,820)	
Net current assets			226,762		249,368
Total assets less current liabilities			317,517		343,359
Accruals and deferred income			(74,493)		(82,120)
Net assets			243,024		261,239
Reserves					
Profit and loss account	**13**		243,024		261,239
Members' funds			243,024		261,239

The directors' statements required by Sections 475(2) and (3) are shown on the following page which forms part of this Balance Sheet.

The notes on pages 11 to 16 form an integral part of these financial statements.

Balance sheet (continued)

Directors' statements required by Sections 475(2) and (3) for the year ended 31 March 2024

For the year ending 31 March 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors Responsibilities

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

- The directors acknowledge their responsibilities for complying with the requirements of the act with respect to the accounting records and preparation of financial statements.

These financial statements have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

The accounts were approved by the board of directors and authorised for issue on 23 November 2024 and are signed on behalf of the board by:

C Courtney
Director

Registration number 04388652

The company is a private company limited by guarantee, registered in England. The address of the registered office is 82 Ashby Road, Hinckley, Leicestershire, LE10 1SN.

Notes to the financial statements
for the year ended 31 March 2024

1. General Information

The charity is a company limited by guarantee registered in England. The Trustees are named on the directors' and trustees report. In the event of the charity being wound up, the liability in respect of the guarantee is limited to a maximum of £10 per member of the charity. The address of the registered office is 82 Ashby Road, Hinckley, Leicestershire, LE10 1SN.

2. Statement of compliance

These have been prepared in compliance with the provisions of FRS 102, Section 1A, 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) 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 (FRS102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

3. Accounting policies

3.1. Basis of preparation

The have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through profit or loss.

The financial statements are prepared in sterling, which is the functional currency of the entity.

3.2. Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

3.3. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. No amounts are included in the financial statements for services donated by volunteers.

.... continued

3.4. Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of the resources.

3.5. Tangible fixed assets and depreciation

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Freehold property	-	2% straight line
Property improvements	-	20% reducing balance
Fixtures and fittings	-	20% reducing balance
Computer equipment	-	25% straight line

3.6. Finance and operating leases

Rentals applicable to operating leases are charged to the statement of financial activities over the period in which the cost is incurred.

3.7. Pensions

The pension costs charged in the financial statements represent the contribution payable by the company during the year.

4. Staff costs

The average number of persons employed by the company during the year was 3 (2023: 3).
No employees received total benefits of more that £60,000.

5. Directors' remuneration

No directors received any remuneration for their services in the role during the year.

6. Pension costs

The company operates a defined contribution pension scheme. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the company and amounted to £784 (2023 - £577).

.... continued

7. Investment income

	Unrestricted funds £	Restricted funds £	2024 Total £	2023 Total £
Interest from bank accounts	1,321	-	1,321	295

8. Direct charitable expenditure

	Unrestricted funds £	Restricted funds £	2024 Total £	2023 Total £
AGM, meetings and conferences	6,644	-	6,644	1,234
In Essence production costs	45,758	-	45,758	41,055
Printing, postage and stationery	1,294	-	1,294	2,019
Computer costs	10,448	-	10,448	21,661
	64,144	-	64,144	65,969

.... continued

9. Management and administration expenses of the Charity

	Unrestricted funds £	Restricted funds £	2024 Total £	2023 Total £
Gross salaries and wages	44,561	-	44,561	40,578
Pension costs	784	-	784	577
Insurance	3,031	-	3,031	2,985
Light and heat	2,067	-	2,067	1,877
Hire of equipment	1,692	-	1,692	1,692
Rates and water	416	-	416	400
Repairs and renewals	2,591	-	2,591	4,852
General expenses	1,901	-	1,901	1,070
Telephone	926	-	926	912
Accountancy	2,325	-	2,325	3,100
Independent examiner's fee	775	-	775	-
Bookkeeping costs	1,296	-	1,296	1,129
Professional fees	21,897	-	21,897	16,455
Trustees expenditure	51	-	51	327
Bank charges	7,402	-	7,402	7,019
Depreciation	3,236	-	3,236	3,410
	94,951	-	94,951	86,383

There are no employees receiving a salary in excess of £60,000.

Included within professional fees above is exceptional expenditure incurred during the financial year relating to a legal dispute with a former trustee. Legal fees in relation to this totalled £2,690 (2023: £3,233). The trustees have taken appropriate legal advice and adopted a strategy to cap any further additional costs

.... continued

10. Tangible fixed assets

	Freehold property £	Property improvements £	Fixtures and fittings £	Computer equipment £	Total £
Cost					
At 1 April 2023 and at 31 March 2024	135,000	2,284	6,916	32,726	176,926
Depreciation					
At 1 April 2023	43,200	2,219	6,732	30,784	82,935
Charge for the year	2,700	13	37	486	3,236
At 31 March 2024	45,900	2,232	6,769	31,270	86,171
Net book values					
At 31 March 2024	89,100	52	147	1,456	90,755
At 31 March 2023	91,800	65	184	1,942	93,991

11. Debtors

	2024 £	2023 £
Trade debtors	4,309	2,910
Other debtors	742	332
	5,051	3,242

12. Creditors: amounts falling due within one year

	2024 £	2023 £
Trade creditors	4,273	7,608
Other creditors	5,155	5,212
	9,428	12,820

.... continued

13. Reserves

	Profit and loss account £	Total £
At 1 April 2023	261,239	261,239
Loss for the year	(18,215)	(18,215)
At 31 March 2024	243,024	243,024

Accounts

International Federation of Professional Aromatherapists

Company limited by guarantee

Directors' report and financial statements

for the year ended 31 March 2023

Charity registration number 1091325
Company registration number 04388652

International Federation of Professional Aromatherapists
Company limited by guarantee

Contents

International Federation of Professional Aromatherapists
Company limited by guarantee

Directors' and trustees report
for the year ended 31 March 2023

The directors and trustees present their report and the financial statements for the year ended 31 March 2023.

Reference and administrative details

Company name:	International Federation of Professional Aromatherapists
Charity registration number:	1091325
Company registration number:	04388652
Registered office:	82 Ashby Road Hinckley Leicestershire LE10 1SN
Company secretary:	R Morrice
Treasurer:	Ms J Court
Independent examiner:	Integra Accounting Limited 5 Station Road Hinckley Leicestershire LE10 1AW
Bankers:	HSBC Bank PLC 10 Market Place Hinckley Leicestershire LE10 1NU

Directors

The directors (who are also trustees of the charity for the purpose of charity law) who served during the year are as stated below:

Louise Carta		Deborah Moore	
Suk Kwan Chan		Sunita Teckchand	
Jane Court		Beth Thomas	Resigned 18.11.22
Christine Courtney		Dr Nicole Bou Khalil	Elected 22.03.23
Kazue Gill		Yasmine El Ghamrawy	Elected 18.11.22
Manuela Isgro		David Wilson	Elected 18.11.22
Milena Ivanova	Resigned 18.11.22	Joanne Woodward	Elected 18.11.22
Emma Gibbs	Elected 18.11.22, resigned 17.02.23		

.... continued

Structure governance and management

The Charity was incorporated as a private company limited by guarantee on 6 March 2002. The company registration number is 04388652. The charitable company is governed by its Memorandum and Articles of Association which outline the administration, objects and powers of the charity.

The Articles provide for the governing body to be appointed from its membership by election at the annual General Meeting or Directors ("Trustees") can also be co-opted by the Board (the charity's governing body) as a vacancy arises. All members of the Board give their time voluntarily and receive no benefits from the Charity. Following the Annual General meeting in 2022 the Directors met and agreed to appoint Christine Courtney as Chair and re-appoint Jane Court as Treasurer.

The Directors are required to give an undertaking to be bound by the Trustees Code of Conduct is the discharge of their duties. The Code aims to ensure that the Directors both collectively and individually, place the interests of the Charity before any personal interests.

A culture of sound management of resources forms the basis of the Directors decision making and delegation of powers, with appropriate oversight, to subcommittees of the Board whilst not being over cautious or risk averse. The Board has established subcommittees to manage and advise on specific operational areas with limited authority and with specific terms of reference.

The Board works effectively as a team and has developed strong working relationships and recognises that Directors ("Trustees") must have appropriate skills, attributes, knowledge, and commitment to be effective and places appropriate emphasis on these qualities in the Trustee recruitment process.

The Board has access to professional charity governance advice and is a member of the National Council for Voluntary Organisations which offers support and an online resource for small charities.

It is intended, as far as possible, to maintain a broad range of skills within the Board of Trustees, covering education, management, finance and business skills.

Directors' and trustees report
for the year ended 31 March 2023

Objectives and activities

The principal objective of the Charity is the preservation of health by advancing knowledge, practice and expertise in aromatherapy by education, teaching and training and other lawful charitable means.

The Federation's members are trained to high and exacting standards and the organisation considers itself a centre of excellence for clinical and holistic aromatherapy globally.

The activities undertaken by the Charity are in support of these objectives and include the following:

- a strong, robust accreditation system for approving and registering schools, their tutors and courses which maintain the high standards of education required by the Federation
- the awarding and ongoing review, through CPD, of a high-quality qualification gained on attaining the stringent requirements for admission to full membership and which is recognized internationally
- a high standard of practice and a qualification which is recognized by Complementary Therapy Insurers
- increasing awareness of aromatherapy including evidence based research through events, conferences, publications, and regional groups
- engagement with the wider community and peer groups including registration with the National Institute of Clinical Excellence as a consultative stakeholder.

The Directors have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charitable company's aims and objectives and in planning future activities. In particular, the Directors have considered how planned activities will contribute to the aims and objectives set.The Directors have also used the Charity Governance Code for Smaller Charities guiding principles as mandated by the members at the last Annual General Meeting.

.... continued

Financial review

The results of the year and financial position are shown in the annexed financial statements.

The organisation reports a net loss for the year of £8,281 (2022: £12,491) and Net Assets of £261,239 (2022: £269,520) which reflects the loss.

The total income increased to £144,071 (2022: £142,936), a 1% increase on the previous year. This is mainly attributable to an increase in membership fees from £124,689 to £128,499.

The total expenditure decreased by over £3k during the year to £152,352 (2022: £155,427) a 2% decrease on the previous year. Management and administration expenses decreased to £86,383 (2022: £106,681), and Direct charitable expenditure increased to £65,969 (2022: £46,425), while Fundraising and publicity decreased to £nil (2022: £2,321).

The Board has the following matters to report on for these financial statements:

- An Accrued and Deferred income recognition policy is in place. Advance membership payments received at the year-end but relating to the next year are deferred for inclusion in that year's figures and membership fees received that straddle a year end are apportioned accordingly
- The figures do not include gift aid as IFPA's approach to gift aid remains under review
- The Federation owns outright the Hinckley Head Office, which in common with other fixed assets is carried in the accounts at depreciated cost.

No funds are held as custodian trustee on behalf of others, and none of the Charity's funds are restricted in their use, other than by legal and constitutional considerations.

Reserves policy

The Charity has no specific reserves policy however it currently maintains a cash reserve of £75,000, generally in line with the Ofqual recommendations in respect of reserves. This cash is held in a separate deposit account.

Achievements and performance

Over the last year the IFPA board has worked hard to strengthen the organisation by reviewing its policies. By doing this, it keeps the organisation up to date, consistent and effective. The board has updated its Code of Ethics & Conduct together with new Membership Terms & Conditions and Brand Guidelines.

The IFPA board has been conducting an evaluation procedure to ensure that IFPA remains up to date with current legislation and that IFPA continues to offer high standards of education. Part of this procedure has been a review of the aromatherapy syllabus.

Aromatherapy is a rapidly changing modality of holistic healthcare, and the Board felt that the aromatherapy syllabus needed to reflect this.

To help IFPA achieve its ambition of upgrading the syllabus, they contacted Rhiannon Lewis. Rhiannon is a clinical aromatherapy practitioner with more than 30 years of professional experience.

Several workshops with Rhiannon and the IFPA Education Subcommittee were held over an 18-month period in order to create the syllabus. The education subcommittee asked several specially chosen aromatherapy educators to beta test the proposed syllabus and give full and honest feedback. Changes were made based on that feedback.

The board feel that they have produced an excellent syllabus which is representative of the industry today. IFPA accredited schools are now busy preparing to implement the changes. The new syllabus is due to be rolled out in April 2024.

The IFPA continue to welcome on board new accredited schools and members in the UK and abroad.

International Federation of Professional Aromatherapists
Company limited by guarantee

Directors' and trustees report
for the year ended 31 March 2023

Statement of Directors' responsibilities
The trustees (who are also directors of the company for the purposes of company law) are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently
- observe method and principles in the Charities SORP
- make judgements and estimates that are reasonable and prudent
- state whether applicable UK Accounting Standards have been followed, subject to any material departure disclosed and explained in the financial statements
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for maintaining proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

This report was approved by the Board on 25 November 2023 and signed on its behalf by

Christine Courtney

C Courtney
Director

Independent examiner's report to the trustees on the unaudited financial statements of International Federation of Professional Aromatherapists.

I report on the financial statements of International Federation of Professional Aromatherapists for the year ended 31 March 2023 which are set out on pages 8 to 14.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purpose of company law) are responsible for the preparation of the accounts, the trustees consider that the audit requirement of section 43(2) of the Charities Act 2011 (the Act) does not apply and that an independent examination is needed.

It is my responsibility to:

- -examine the accounts under section 145 of the Charities Act
- -to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- -state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charitable company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in, any material respect, the requirements;

- -to keep accounting records in accordance with section 130 of the Charities Act; and
- -to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mrs J Carter FCCA
Integra Accounting Limited
5 Station Road, Hinckley, Leicestershire, LE10 1AW
25 November 2023

International Federation of Professional Aromatherapists
Company limited by guarantee

Statement of financial activities

For the year ended 31 March 2023

	Notes	Unrestricted funds £	Restricted funds £	2023 Total £	2022 Total £
Incoming resources					
Membership fees		128,499	-	128,499	124,689
Administration fees		1,737	-	1,737	1,867
Schools		13,199	-	13,199	12,671
Advertising		330	-	330	516
Conference income		-	-	-	3,185
Sundry income		11	-	11	-
Investment income	**7**	295	-	295	8
Total incoming resources		144,071	-	144,071	142,936
Resources expended					
Direct charitable expenditure	**8**	65,969	-	65,969	46,425
Fundraising and publicity	**9**	-	-	-	2,321
Management and administration expenses of the charity	**10**	86,383	-	86,383	106,681
Total charitable expenditure		152,352	-	152,352	155,427
Net movement in funds		(8,281)	-	(8,281)	(12,491)
Reconciliation of funds					
Total funds brought forward		269,520	-	269,520	282,011
Total funds carried forward		261,239	-	261,239	269,520

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

The notes on pages 11 to 16 form an integral part of these financial statements.

International Federation of Professional Aromatherapists
Company limited by guarantee

Balance sheet
as at 31 March 2023

		2023		2022	
	Notes	**£**	**£**	**£**	**£**
Fixed assets					
Tangible assets	**11**		93,991		97,401
Current assets					
Debtors	**12**	3,242		3,886	
Cash at bank and in hand		256,115		253,394	
		259,357		257,280	
Prepayments and accrued income		2,831		2,137	
Creditors: amounts falling due within one year	**13**	(12,820)		(7,624)	
Net current assets			249,368		251,793
Total assets less current liabilities			343,359		349,194
Accruals and deferred income			(82,120)		(79,674)
Net assets			261,239		269,520
Reserves					
Profit and loss account	**14**		261,239		269,520
Members' funds			261,239		269,520

The directors' statements required by Sections 475(2) and (3) are shown on the following page which forms part of this Balance Sheet.

The notes on pages 11 to 16 form an integral part of these financial statements.

Balance sheet (continued)

Directors' statements required by Sections 475(2) and (3) for the year ended 31 March 2023

For the year ending 31 March 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors Responsibilities

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

- The directors acknowledge their responsibilities for complying with the requirements of the act with respect to the accounting records and preparation of financial statements.

These financial statements have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

The accounts were approved by the board of directors and authorised for issue on 25 November 2023 and are signed on behalf of the board by:

Christine Courtney

C Courtney
Director

Registration number 04388652

The company is a private company limited by guarantee, registered in England. The address of the registered office is 82 Ashby Road, Hinckley, Leicestershire, LE10 1SN.

Notes to the financial statements
for the year ended 31 March 2023

1. General Information

The charity is a company limited by guarantee registered in England. The Trustees are named on the directors' and trustees report. In the event of the charity being wound up, the liability in respect of the guarantee is limited to a maximum of £10 per member of the charity. The address of the registered office is 82 Ashby Road, Hinckley, Leicestershire, LE10 1SN.

2. Statement of compliance

These have been prepared in compliance with the provisions of FRS 102, Section 1A, 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP 2005) "Accounting and Reporting by Charities" published in March 2005 and in the accordance with FRS102, Section 1A. The directors have taken advantage of the concessions available for smaller charities within SORP 2005 and have chosen to use resource classification appropriate to the charitable company's circumstances and activities.

3. Accounting policies

3.1. Basis of preparation

The have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through profit or loss.

The financial statements are prepared in sterling, which is the functional currency of the entity.

3.2. Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

3.3. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. No amounts are included in the financial statements for services donated by volunteers.

.... continued

3.4. Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of the resources.

3.5. Tangible fixed assets and depreciation

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Freehold property	-	2% straight line
Property improvements	-	20% reducing balance
Fixtures and fittings	-	20% reducing balance
Computer equipment	-	25% straight line

3.6. Finance and operating leases

Rentals applicable to operating leases are charged to the statement of financial activities over the period in which the cost is incurred.

3.7. Pensions

The pension costs charged in the financial statements represent the contribution payable by the company during the year.

4. Staff costs

The average number of persons employed by the company during the year was 3 (2022: 3).
No employees received total benefits of more that £60,000.

5. Directors' remuneration

No directors received any remuneration for their services in the role during the year.

6. Pension costs

The company operates a defined contribution pension scheme. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the company and amounted to £577 (2022 - £449).

.... continued

7. Investment income

	Unrestricted funds £	Restricted funds £	2023 Total £	2022 Total £
Interest from bank accounts	295	-	295	8

8. Direct charitable expenditure

	Unrestricted funds £	Restricted funds £	2023 Total £	2022 Total £
AGM, meetings and conferences	1,234	-	1,234	2,086
In Essence production costs	41,055	-	41,055	35,873
Printing, postage and stationery	2,019	-	2,019	2,286
Computer costs	21,661	-	21,661	6,180
	65,969	-	65,969	46,425

9. Fundraising and publicity

	Unrestricted funds £	Restricted funds £	2023 Total £	2022 Total £
PR, exhibition and shows	-	-	-	2,321

.... continued

10. Management and administration expenses of the Charity

	Unrestricted funds £	Restricted funds £	2023 Total £	2022 Total £
Gross salaries and wages	40,578	-	40,578	38,808
Pension costs	577	-	577	449
Insurance	2,985	-	2,985	2,908
Light and heat	1,877	-	1,877	835
Hire of equipment	1,692	-	1,692	1,692
Rates and water	400	-	400	308
Repairs and renewals	4,852	-	4,852	4,472
General expenses	1,070	-	1,070	987
Telephone	912	-	912	881
Accountancy	3,100	-	3,100	3,100
Bookkeeping costs	1,129	-	1,129	1,731
Professional fees	16,455	-	16,455	40,495
Trustees expenditure	327	-	327	427
Bank charges	7,019	-	7,019	5,948
Depreciation	3,410	-	3,410	3,640
	86,383	-	86,383	106,681

There are no employees receiving a salary in excess of £60,000.

Included within professional fees above is exceptional expenditure incurred during the financial year relating to a legal dispute with a former trustee and several training providers in China. Legal fees in relation to this totalled £3,233 (2022: £20,173). The trustees have taken appropriate legal advice and adopted a strategy to cap any further additional costs

.... continued

11. Tangible fixed assets

	Freehold property £	Property improve-ments £	Fixtures and fittings £	Computer equipment £	Total £
Cost					
At 1 April 2022 and at 31 March 2023	135,000	2,284	6,916	32,726	176,926
Depreciation					
At 1 April 2022	40,500	2,203	6,686	30,136	79,525
Charge for the year	2,700	16	46	648	3,410
At 31 March 2023	43,200	2,219	6,732	30,784	82,935
Net book values					
At 31 March 2023	91,800	65	184	1,942	93,991
At 31 March 2022	94,500	81	230	2,590	97,401

12. Debtors

	2023 £	2022 £
Trade debtors	2,910	3,247
Other debtors	332	639
	3,242	3,886

13. Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	7,608	2,516
Other creditors	5,212	5,108
	12,820	7,624

.... continued

14. Reserves

	Profit and loss account £	Total £
At 1 April 2022	269,520	269,520
Loss for the year	(8,281)	(8,281)
At 31 March 2023	261,239	261,239

Signable

Issuer	Integra Accounting Limited
Document generated	Fri, 3rd Nov 2023 9:17:07 UTC
Document fingerprint	ddd4fa84a8292c6c4bc84724b651ab98

Parties involved with this document

Document processed	Party + Fingerprint
Mon, 6th Nov 2023 15:10:44 UTC	Ms Christine Courtney - Signer (7b7126a6bb91ddc75807fb3f019f1a8e)
Mon, 6th Nov 2023 15:10:45 UTC	Ms Kerry Payne - Copied In (3791ffb700bba5d911424b4b75fcda08)
Mon, 6th Nov 2023 15:10:45 UTC	Catherine Woods - Copied In (89fb5105ea7a2a11ef94bc3ffcc1fd25)

Audit history log

Date	Action
Mon, 6th Nov 2023 15:10:46 UTC	Ms Christine Courtney viewed the envelope. (1.34.114.3)
Mon, 6th Nov 2023 15:10:45 UTC	Document emailed to party email (18.132.206.32)
Mon, 6th Nov 2023 15:10:45 UTC	Document emailed to party email (13.40.148.142)
Mon, 6th Nov 2023 15:10:45 UTC	This envelope has been signed by all parties (1.34.114.3)
Mon, 6th Nov 2023 15:10:45 UTC	Sent the envelope to Catherine Woods for signing (1.34.114.3)
Mon, 6th Nov 2023 15:10:45 UTC	Sent the envelope to Ms Kerry Payne for signing (1.34.114.3)
Mon, 6th Nov 2023 15:10:45 UTC	Ms Christine Courtney signed the envelope (1.34.114.3)
Mon, 6th Nov 2023 15:07:11 UTC	Ms Christine Courtney viewed the envelope. (1.34.114.3)
Fri, 3rd Nov 2023 9:17:18 UTC	Document emailed to party email (18.130.137.224)
Fri, 3rd Nov 2023 9:17:09 UTC	Sent the envelope to Ms Christine Courtney for signing. (18.170.64.228)
Fri, 3rd Nov 2023 9:17:09 UTC	Catherine Woods has been assigned to this envelope. (18.170.64.228)
Fri, 3rd Nov 2023 9:17:09 UTC	Ms Kerry Payne has been assigned to this envelope. (18.170.64.228)
Fri, 3rd Nov 2023 9:17:09 UTC	Ms Christine Courtney has been assigned to this envelope. (18.170.64.228)
Fri, 3rd Nov 2023 9:17:09 UTC	Envelope generated. (18.170.64.228)
Fri, 3rd Nov 2023 9:17:09 UTC	Document generated with fingerprint dbe77120e2c4579e990fdc1638e8a2db. (18.170.64.228)
Fri, 3rd Nov 2023 9:17:09 UTC	Document generated with fingerprint ddd4fa84a8292c6c4bc84724b651ab98. (18.170.64.228)

Fri, 3rd Nov 2023 9:17:09 UTC	Document generated with fingerprint bc321d4a92be6013c8039ee255218c5d. (18.170.64.228)
Fri, 3rd Nov 2023 9:17:07 UTC	Envelope generated with fingerprint 0da1d6ff0490800ac41aaf7831b9777c (35.176.231.177)

Accounts

International Federation of Professional Aromatherapists

Company limited by guarantee

Directors' report and financial statements

for the year ended 31 March 2022

Charity registration number 1091325
Company registration number 04388652

International Federation of Professional Aromatherapists
Company limited by guarantee

Contents

International Federation of Professional Aromatherapists
Company limited by guarantee

Directors' and trustees report
for the year ended 31 March 2022

The directors and trustees present their report and the financial statements for the year ended 31 March 2022.

Reference and administrative details

Company name:	International Federation of Professional Aromatherapists
Charity registration number:	1091325
Company registration number:	04388652
Registered office:	82 Ashby Road Hinckley Leicestershire LE10 1SN
Company secretary:	R Morrice
Treasurer:	Ms J Court
Independent examiner:	Integra Accounting Limited 5 Station Road Hinckley Leicestershire LE10 1AW
Bankers:	HSBC Bank PLC 10 Market Place Hinckley Leicestershire LE10 1NU

Directors
The directors (who are also trustees of the charity for the purpose of charity law) who served during the year are as stated below:

Louise Carta		Deborah Moore	
Suk Kwan Chan	Elected 07.12.21	Sunita Teckchand	
Jane Court		Beth Thomas	
Christine Courtney		Eric Cheng	Resigned 07.12.21
Kazue Gill		Noreen Ferguson-Hughes	Elected 07.12.21, Resigned 21.02.22
Manuela Isgro	Elected 07.12.21	Gabriel Mojay	Resigned 03.02.22
Milena Ivanova		Tomomi Nakamura	Resigned 05.06.21

.... continued

Structure governance and management

The Charity was incorporated as a private company limited by guarantee on 6 March 2002. The company registration number is 04388652. The charitable company is governed by its Memorandum and Articles of Association which outline the administration, objects and powers of the charity.

The Articles provide for the governing body to be appointed from its membership by election at the annual General Meeting or Directors ("Trustees") can also be co-opted by the Board (the charity's governing body) as a vacancy arises.

It is intended, as far as possible, to maintain a broad range of skills within the Board of Trustees, covering education, management, finance and business skills.

Objectives and activities

The principal objective of the Charity is the preservation of health by advancing knowledge, practice and expertise in aromatherapy by education, teaching and training and other lawful charitable means.

The Federation's members are trained to high and exacting standards and the organisation considers itself a centre of excellence for clinical and holistic aromatherapy globally.

The activities undertaken by the Charity are in support of these objectives and include the following:

- a strong, robust accreditation system for approving and registering schools, their tutors and courses which maintain the high standards of education required by the Federation
- the awarding and ongoing review, through CPD, of a high-quality qualification gained on attaining the stringent requirements for admission to full membership and which is recognized internationally
- a high standard of practice and a qualification which is recognized by Complementary Therapy Insurers
- increasing awareness of aromatherapy including evidence based research through events, conferences, publications, and regional groups
- engagement with the wider community and peer groups including registration with the National Institute of Clinical Excellence as a consultative stakeholder.

The Directors have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charitable company's aims and objectives and in planning future activities. In particular, the Directors have considered how planned activities will contribute to the aims and objectives set.

.... continued

Financial review
The results of the year and financial position are shown in the annexed financial statements.

The organisation reports a net loss for the year of £12,491 (2021: net profit £24,202) and Net Assets of £269,520 (2021: £282,011) which reflects the loss.

The total income fell to £142,936 (2021: £164,025), a 13% decrease on the previous year. This is mainly attributable to a fall in conference income of £10k to £3,185 and a one off Covid support grant of £10k received last year. Individual membership fees and School income remained relatively consistent.

The total expenditure increased by over £15k during the year to £155,427 (2021: £139,823) an 11% increase on the previous year. Management and administration expenses increased to £106,681 (2021: £89,365), and Direct charitable expenditure increased to £46,425 (2021: £40,795), while Fundraising and publicity decreased to £2,321 (2021: £9,663).

The Board has the following matters to report on for these financial statements:

- An Accrued and Deferred income recognition policy is now in place. Advance membership payments received at the year-end but relating to the next year are deferred for inclusion in that year's figures and membership fees received that straddle a year end are apportioned accordingly
- The figures do not include gift aid as IFPA's approach to gift aid remains under review
- The Federation owns outright the Hinckley Head Office, which in common with other fixed assets is carried in the accounts at depreciated cost.

No funds are held as custodian trustee on behalf of others, and none of the Charity's funds are restricted in their use, other than by legal and constitutional considerations.

Reserves policy
The Charity has no specific reserves policy however it currently maintains a cash reserve of £75,000, generally in line with the Ofqual recommendations in respect of reserves. This cash is held in a separate deposit account.

.... continued

Achievements and performance

Despite losing its longstanding Chair, Gabriel Mojay, earlier in 2022 the Board has continued to maintain its focus on strategic objectives throughout the remainder of 2022 building on initiatives started in 2021. Rotating the chairmanship of Board meetings amongst those board members chairing subcommittees of the Board charged with taking the organisation forward in terms of governance, education and accreditation policy and marketing and PR.

The Board begun its work to update and comprehensively revise the educational syllabus to meet the challenges of the post covid environment and will imminently launch the new syllabus following a period of consultation with credited training provider partners.

Having carefully considered the requirements of accreditation by the UK Professional Standards Authority (UKPSA) the Board decided to take a step back to improve and build upon IFPA's own accreditation processes, code of professional conduct and website all of which would form a substantial part of any future application for PSA accreditation.

We continue to seek and find ways to improve membership engagement monitoring closely the impact of the cost-of-living crisis and on IFPA's wider membership as well as the organisation itself.

The Board wishes to acknowledge the excellent support of Beth Thomas and Milena Ivanova both of whom will be stepping down from the Board at the conclusion of the forthcoming AGM. Their expertise and experience have been invaluable to the board over the last two years.

International Federation of Professional Aromatherapists
Company limited by guarantee

Directors' and trustees report
for the year ended 31 March 2022

Statement of Directors' responsibilities
The trustees (who are also directors of the company for the purposes of company law) are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently
- observe method and principles in the Charities SORP
- make judgements and estimates that are reasonable and prudent
- state whether applicable UK Accounting Standards have been followed, subject to any material departure disclosed and explained in the financial statements
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for maintaining proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

This report was approved by the Board on 11 October 2022 and signed on its behalf by

J Court
Director

Independent examiner's report to the trustees on the unaudited financial statements of International Federation of Professional Aromatherapists.

I report on the financial statements of International Federation of Professional Aromatherapists for the year ended 31 March 2022 which are set out on pages 7 to 14.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purpose of company law) are responsible for the preparation of the accounts, the trustees consider that the audit requirement of section 43(2) of the Charities Act 2011 (the Act) does not apply and that an independent examination is needed.

It is my responsibility to:

-examine the accounts under section 145 of the Charities Act

-to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and

-state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charitable company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in, any material respect, the requirements;

-to keep accounting records in accordance with section 130 of the Charities Act; and

-to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mrs J Carter FCCA
Integra Accounting Limited
5 Station Road, Hinckley, Leicestershire, LE10 1AW
11 October 2022

International Federation of Professional Aromatherapists
Company limited by guarantee

Statement of financial activities

For the year ended 31 March 2022

	Notes	Unrestricted funds £	Restricted funds £	2022 Total £	2021 Total £
Incoming resources					
Membership fees		124,689	-	124,689	125,467
Administration fees		1,867	-	1,867	1,668
Schools		12,671	-	12,671	12,801
Advertising		516	-	516	473
Conference income		3,185	-	3,185	13,576
Investment income	**7**	8	-	8	40
Grants received	**8**	-	-	-	10,000
Total incoming resources		142,936	-	142,936	164,025
Resources expended					
Direct charitable expenditure	**9**	46,425	-	46,425	40,795
Fundraising and publicity	**10**	2,321	-	2,321	9,663
Management and administration expenses of the charity	**11**	106,681	-	106,681	89,365
Total charitable expenditure		155,427	-	155,427	139,823
Net movement in funds		(12,491)	-	(12,491)	24,202
Reconciliation of funds					
Total funds brought forward		282,011	-	282,011	257,809
Total funds carried forward		269,520	-	269,520	282,011

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

The notes on pages 10 to 15 form an integral part of these financial statements.

International Federation of Professional Aromatherapists
Company limited by guarantee

Balance sheet
as at 31 March 2022

		2022		2021	
	Notes	**£**	**£**	**£**	**£**
Fixed assets					
Tangible assets	**12**		97,401		101,041
Current assets					
Debtors	**13**	3,886		7,772	
Cash at bank and in hand		253,394		260,118	
		257,280		267,890	
Prepayments and accrued income		2,137		4,370	
Creditors: amounts falling due within one year	**14**	(7,624)		(10,616)	
Net current assets			251,793		261,644
Total assets less current liabilities			349,194		362,685
Accruals and deferred income			(79,674)		(80,674)
Net assets			269,520		282,011
Reserves					
Profit and loss account	**15**		269,520		282,011
Members' funds			269,520		282,011

The directors' statements required by Sections 475(2) and (3) are shown on the following page which forms part of this Balance Sheet.

The notes on pages 10 to 15 form an integral part of these financial statements.

Balance sheet (continued)

Directors' statements required by Sections 475(2) and (3) for the year ended 31 March 2022

For the year ending 31 March 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors Responsibilities

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

- The directors acknowledge their responsibilities for complying with the requirements of the act with respect to the accounting records and preparation of financial statements.

These financial statements have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

The accounts were approved by the board of directors and authorised for issue on 11 October 2022 and are signed on behalf of the board by:

J Court
Director

Registration number 04388652

The company is a private company limited by guarantee, registered in England. The address of the registered office is 82 Ashby Road, Hinckley, Leicestershire, LE10 1SN.

Notes to the financial statements
for the year ended 31 March 2022

1. General Information

The charity is a company limited by guarantee registered in England. The Trustees are named on the directors' and trustees report. In the event of the charity being wound up, the liability in respect of the guarantee is limited to a maximum of £10 per member of the charity. The address of the registered office is 82 Ashby Road, Hinckley, Leicestershire, LE10 1SN.

2. Statement of compliance

These have been prepared in compliance with the provisions of FRS 102, Section 1A, 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP 2005) "Accounting and Reporting by Charities" published in March 2005 and in the accordance with FRS102, Section 1A. The directors have taken advantage of the concessions available for smaller charities within SORP 2005 and have chosen to use resource classification appropriate to the charitable company's circumstances and activities.

3. Accounting policies

3.1. Basis of preparation

The have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through profit or loss.

The financial statements are prepared in sterling, which is the functional currency of the entity.

3.2. Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

3.3. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. No amounts are included in the financial statements for services donated by volunteers.

.... continued

3.4. Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of the resources.

3.5. Tangible fixed assets and depreciation

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Freehold property	-	2% straight line
Property improvements	-	20% reducing balance
Fixtures and fittings	-	20% reducing balance
Computer equipment	-	25% straight line

3.6. Finance and operating leases

Rentals applicable to operating leases are charged to the statement of financial activities over the period in which the cost is incurred.

3.7. Pensions

The pension costs charged in the financial statements represent the contribution payable by the company during the year.

3.8. Foreign currencies

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at the rates of exchange prevailing at the accounting date. Transactions in foreign currencies are recorded at the date of the transactions. All differences are taken to the Profit and Loss account.

4. Staff costs

The average number of persons employed by the company during the year was 3 (2021: 3).

5. Directors' remuneration

No directors received any remuneration for their services in the role during the year.

.... continued

6. Pension costs

The company operates a defined contribution pension scheme. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the company and amounted to £449 (2021 - £433).

7. Investment income

	Unrestricted funds £	Restricted funds £	2022 Total £	2021 Total £
Interest from bank accounts	8	-	8	40

8. Grants received

During the previous financial year a £10,000 coronavirus small business grant was received. No grants were received during the year to 31 March 2022.

9. Direct charitable expenditure

	Unrestricted funds £	Restricted funds £	2022 Total £	2021 Total £
AGM, meetings and conferences	2,086	-	2,086	11
In Essence production costs	35,873	-	35,873	33,430
Printing, postage and stationery	2,286	-	2,286	1,182
Computer costs	6,180	-	6,180	6,172
	46,425	-	46,425	40,795

10. Fundraising and publicity

	Unrestricted funds £	Restricted funds £	2022 Total £	2021 Total £
PR, exhibition and shows	2,321	-	2,321	9,663

.... continued

11. Management and administration expenses of the Charity

	Unrestricted funds £	Restricted funds £	2022 Total £	2021 Total £
Gross salaries and wages	38,808	-	38,808	37,587
Pension costs	449	-	449	433
Insurance	2,908	-	2,908	2,811
Light and heat	835	-	835	928
Hire of equipment	1,692	-	1,692	1,783
Rates and water	308	-	308	331
Repairs and renewals	4,472	-	4,472	1,949
General expenses	987	-	987	775
Telephone	881	-	881	874
Accountancy	3,100	-	3,100	2,800
Bookkeeping costs	1,731	-	1,731	1,645
Professional fees	40,495	-	40,495	26,235
Trustees expenditure	427	-	427	38
Bank charges	5,948	-	5,948	5,947
Loss on exchange	-	-	-	1,281
Depreciation	3,640	-	3,640	3,948
	106,681	-	106,681	89,365

There are no employees receiving a salary in excess of £60,000.

Included within professional fees above is exceptional expenditure incurred during the financial year relating to a legal dispute with a former trustee and several training providers in China. Legal fees in relation to this totalled £20,173 (2021: £12,823). The trustees have taken appropriate legal advice and adopted a strategy to cap any further additional costs

.... continued

12. Tangible fixed assets

	Freehold property £	Property improve-ments £	Fixtures and fittings £	Computer equipment £	Total £
Cost					
At 1 April 2021 and at 31 March 2022	135,000	2,284	6,916	32,726	176,926
Depreciation					
At 1 April 2021	37,800	2,183	6,629	29,273	75,885
Charge for the year	2,700	20	57	863	3,640
At 31 March 2022	40,500	2,203	6,686	30,136	79,525
Net book values					
At 31 March 2022	94,500	81	230	2,590	97,401
At 31 March 2021	97,200	101	287	3,453	101,041

13. Debtors

	2022 £	2021 £
Trade debtors	3,247	7,593
Other debtors	639	179
	3,886	7,772

14. Creditors: amounts falling due within one year

	2022 £	2021 £
Trade creditors	2,516	5,522
Other creditors	5,108	5,094
	7,624	10,616

.... continued

15. Reserves

	Profit and loss account £	Total £
At 1 April 2021	282,011	282,011
Loss for the year	(12,491)	(12,491)
At 31 March 2022	269,520	269,520

Accounts

International Federation of Professional Aromatherapists

Company limited by guarantee

Directors' report and financial statements

for the year ended 31 March 2021

Charity registration number 1091325
Company registration number 04388652

International Federation of Professional Aromatherapists
Company limited by guarantee

Contents

International Federation of Professional Aromatherapists
Company limited by guarantee

Directors' and trustees report
for the year ended 31 March 2021

The directors and trustees present their report and the financial statements for the year ended 31 March 2021.

Reference and administrative details

Company name:	International Federation of Professional Aromatherapists
Charity registration number:	1091325
Company registration number:	04388652
Registered office:	82 Ashby Road Hinckley Leicestershire LE10 1SN
Company secretary:	R Morrice
Treasurer:	Ms J Court
Independent examiner:	Integra Accounting Limited 5 Station Road Hinckley Leicestershire LE10 1AW
Bankers:	HSBC Bank PLC 10 Market Place Hinckley Leicestershire LE10 1NU

Directors

The directors (who are also trustees of the charity for the purpose of charity law) who served during the year are as stated below:

Ms C L Carta		Ms C Courtney	Elected 27/11/20
Ms J Foster	Resigned 27/11/20	Mrs Kazue Gill	
Ms E Charlton	Resigned 27/11/20	Mr E Cheng	
Mr G Mojay		Ms J Court	Elected 27/11/20
Mr D Wilson	Resigned 27/03/21	Ms S Teckchand	
Mr C D Vassie	Resigned 27/11/20	Ms C Benstead	Resigned 19/08/20
Ms T Nakamura	Resigned 05/06/21	Ms M Ivanova	Elected 27/11/20
Ms D Moore	Elected 27/11/20	Ms B Thomas	Elected 27/11/20

.... continued

Structure governance and management

The Charity was incorporated as a private company limited by guarantee on 6 March 2002. The company registration number is 04388652. The charitable company is governed by its Memorandum and Articles of Association which outline the administration, objects and powers of the charity.

The Articles provide for the governing body to be appointed from its membership by election at the annual General Meeting or Directors ("Trustees") can also be co-opted by the Board (the charity's governing body) as a vacancy arises.

It is intended, as far as possible, to maintain a broad range of skills within the Board of Trustees, covering education, management, finance and business skills.

Objectives and activities

The principal objective of the Charity is the preservation of health by advancing knowledge, practice and expertise in aromatherapy by education, teaching and training and other lawful charitable means.

The Federation's members are trained to high and exacting standards and the organisation considers itself a centre of excellence for clinical and holistic aromatherapy globally.

The activities undertaken by the Charity are in support of these objectives and include the following:

- a strong, robust accreditation system for approving and registering schools, their tutors and courses which maintain the high standards of education required by the Federation
- the awarding and ongoing review, through CPD, of a high-quality qualification gained on attaining the stringent requirements for admission to full membership and which is recognized internationally
- a high standard of practice and a qualification which is recognized by Complementary Therapy Insurers
- increasing awareness of aromatherapy including evidence based research through events, conferences, publications, and regional groups
- engagement with the wider community and peer groups including registration with the National Institute of Clinical Excellence as a consultative stakeholder.

The Directors have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charitable company's aims and objectives and in planning future activities. In particular, the Directors have considered how planned activities will contribute to the aims and objectives set.

Financial review

The results of the year and financial position are shown in the annexed financial statements.

The organisation reports a net profit for the year of £24,202 (2020: £36,405) and Net Assets of £282,011 (2020: £257,809) which reflects the profit.

The total income increased to £164,025 (2020: £152,721), a 7% increase on the previous year. Individual membership fees decreased by 4%, with School income decreasing by 10% to £12,801. These decreases are offset in part by a rise in conference income of £11k to £13,576.

The total expenditure increased by over £23k during the year to £139,823 (2020: £116,316) a 20% increase on the previous year. Management and administration expenses increased to £89,365 (2020: £70,337), while direct charitable expenditure decreased to £40,795 (2020: £45,808).

The Board has the following matters to report on for these financial statements:

- An Accrued and Deferred income recognition policy is now in place. Advance membership payments received at the year-end but relating to the next year are deferred for inclusion in that year's figures and membership fees received that straddle a year end are apportioned accordingly
- The figures do not include gift aid as IFPA's approach to gift aid remains under review
- The Federation owns outright the Hinckley Head Office, which in common with other fixed assets is carried in the accounts at depreciated cost.

No funds are held as custodian trustee on behalf of others, and none of the Charity's funds are restricted in their use, other than by legal and constitutional considerations.

Reserves policy

The Charity has no specific reserves policy however it currently maintains a cash reserve of £75,000, generally in line with the Ofqual recommendations in respect of reserves. This cash is held in a separate deposit account.

.... continued

Achievements and performance

We are pleased to report that we have made significant strides this year to develop a strategy for IFPA that seeks to place it on a sound footing for the future. As a small organisation we have necessarily had to focus our energy and resources here, the Board feels it can make the most impact both in pursuit of IFPA's objects and the interests of its members.

In this regard the Board has begun to seek alliances and develop partnerships with kindred professional associations to try and establish a broad strategy and common language across the profession. To this end we have established a strategic partnership with the US National Association for Holistic Aromatherapy to fulfill conference requirement for our respective members. We had a very successful Beyond Aromatics livestream conference in which members enjoyed the same discounted price as NAHA members, with lifetime access to the 20-some presentations by speakers of international standing. We are planning a similar livestream event to be hosted by IFPA in partnership once again with NAHA. I am personally involved in this project and am striving to ensure a first-class opportunity for members to fulfil their continuing professional development in a way that is both up-to-the-minute informative as well as creative and enlightening.

The Board has also begun work to update and comprehensively revise the educational syllabus which provides a required minimum course structure outline for accredited training providers. We are grateful for the extensive input of leading clinical aromatherapist and IFPA Fellow Rhiannon Lewis in this process.

We continue to work towards accreditation by the UK Professional Standards Authority (UKPSA) this is a long term project that requires IFPA to reflect on and consider how best to disseminate information and interact with the general public and other stakeholders in a way that satisfies the UKPSA's standards.

We have sought to improve membership engagement in a very difficult and challenging circumstances given the pandemic restrictions that have been in place from time to time over the last 18 months. We have sought out skills and contributions to IFPA development from IFPA members.

We have also spent some time addressing core governing functions and processes including introducing policies that play a central role in the proper professional conduct of our international peer group professional body by adopting internal governance processes in line with Charity Commission Guidance. This includes a number of policies toward trustee recruitment that seek to identify the appropriate skills and competencies required to drive forward the strategic needs of the organisation.

We are grateful for the expert assistance of previous trustee Anita James in assisting us in updating and comprehensively revising our Code of Ethics and Conduct. It is still undergoing some revision and we expect it to be published in the near future.

With respect to advancing our policies and processes for offering and overseeing accreditation of international training providers, the Board has contracted IFPA member Emily Nettleton as Accreditation Officer for the Board and Education Committee.

Speaking of accreditation, we recently approved two outstanding schools, one in based in British Columbia, Canada and the other in Portugal: they are the Essence of Thyme College of Holistic Studies, led by members Colleen Thompson and Dr Kelly Ablard, and Escola de Aromaterapia Aromas and Sentidos, led by Raquel Costa.

.... continued

In terms of the Board's public relations function for which it has a Communications and PR committee, the process of updating and comprehensively revising the IFPA website has been started. We are grateful for the ongoing input of trustees Milena Ivanova and Beth Thomas in this regard.

The pandemic has had a serious impact for many members and I hope and trust they are regaining their feet with their practice and work in this beautiful healing art and therapeutic science we call aromatherapy.

Statement of Directors' responsibilities

The trustees (who are also directors of the company for the purposes of company law) are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently
- observe method and principles in the Charities SORP
- make judgements and estimates that are reasonable and prudent
- state whether applicable UK Accounting Standards have been followed, subject to any material departure disclosed and explained in the financial statements
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for maintaining proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

This report was approved by the Board on 26 November 2021 and signed on its behalf by

G Mojay
Director

International Federation of Professional Aromatherapists
Company limited by guarantee

Independent examiner's report to the trustees on the unaudited financial statements of International Federation of Professional Aromatherapists.

I report on the financial statements of International Federation of Professional Aromatherapists for the year ended 31 March 2021 which are set out on pages 7 to 14.

Respective responsibilities of trustees and examiner
The charity's trustees (who are also the directors of the company for the purpose of company law) are responsible for the preparation of the accounts, the trustees consider that the audit requirement of section 43(2) of the Charities Act 2011 (the Act) does not apply and that an independent examination is needed.

It is my responsibility to:
- -examine the accounts under section 145 of the Charities Act
- -to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- -state whether particular matters have come to my attention.

Basis of independent examiner's report
My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charitable company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in, any material respect, the requirements;
- -to keep accounting records in accordance with section 130 of the Charities Act; and
- -to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mrs J Carter FCCA
Integra Accounting Limited
5 Station Road, Hinckley, Leicestershire, LE10 1AW
26 November 2021

International Federation of Professional Aromatherapists
Company limited by guarantee

Statement of financial activities

For the year ended 31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
Incoming resources					
Membership fees		125,467	-	125,467	131,091
Administration fees		1,668	-	1,668	2,160
Schools		12,801	-	12,801	14,141
Advertising		473	-	473	2,868
Conference income		13,576	-	13,576	2,310
Investment income	**7**	40	-	40	151
Grants received	**8**	10,000	-	10,000	-
Total incoming resources		164,025	-	164,025	152,721
Resources expended					
Direct charitable expenditure	**9**	40,795	-	40,795	45,808
Fundraising and publicity	**10**	9,663	-	9,663	171
Management and administration expenses of the charity	**11**	89,365	-	89,365	70,337
Total charitable expenditure		139,823	-	139,823	116,316
Net movement in funds		24,202	-	24,202	36,405
Reconciliation of funds					
Total funds brought forward		257,809	-	257,809	221,404
Total funds carried forward		282,011	-	282,011	257,809

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

The notes on pages 10 to 15 form an integral part of these financial statements.

International Federation of Professional Aromatherapists
Company limited by guarantee

Balance sheet
as at 31 March 2021

	Notes	2021 £	2021 £	2020 £	2020 £
Fixed assets					
Tangible assets	**12**		101,041		104,989
Current assets					
Debtors	**13**	7,772		4,335	
Cash at bank and in hand		260,118		231,604	
		267,890		235,939	
Prepayments and accrued income		4,370		5,242	
Creditors: amounts falling due within one year	**14**	(10,616)		(8,848)	
Net current assets			261,644		232,333
Total assets less current liabilities			362,685		337,322
Accruals and deferred income			(80,674)		(79,513)
Net assets			282,011		257,809
Reserves					
Profit and loss account	**15**		282,011		257,809
Members' funds			282,011		257,809

The directors' statements required by Sections 475(2) and (3) are shown on the following page which forms part of this Balance Sheet.

The notes on pages 10 to 15 form an integral part of these financial statements.

Balance sheet (continued)

Directors' statements required by Sections 475(2) and (3) for the year ended 31 March 2021

For the year ending 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors Responsibilities

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

- The directors acknowledge their responsibilities for complying with the requirements of the act with respect to the accounting records and preparation of financial statements.

These financial statements have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

The accounts were approved by the board of directors and authorised for issue on 26 November 2021 and are signed on behalf of the board by:

G Mojay
Director

Registration number 04388652

The company is a private company limited by guarantee, registered in England. The address of the registered office is 82 Ashby Road, Hinckley, Leicestershire, LE10 1SN.

Notes to the financial statements
for the year ended 31 March 2021

1. General Information

The charity is a company limited by guarantee registered in England. The Trustees are named on the directors' and trustees report. In the event of the charity being wound up, the liability in respect of the guarantee is limited to a maximum of £10 per member of the charity. The address of the registered office is 82 Ashby Road, Hinckley, Leicestershire, LE10 1SN.

2. Statement of compliance

These have been prepared in compliance with the provisions of FRS 102, Section 1A, 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP 2005) "Accounting and Reporting by Charities" published in March 2005 and in the accordance with FRS102, Section 1A. The directors have taken advantage of the concessions available for smaller charities within SORP 2005 and have chosen to use resource classification appropriate to the charitable company's circumstances and activities.

3. Accounting policies

3.1. Basis of preparation

The have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through profit or loss.

The financial statements are prepared in sterling, which is the functional currency of the entity.

3.2. Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

3.3. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. No amounts are included in the financial statements for services donated by volunteers.

.... continued

3.4. Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of the resources.

3.5. Tangible fixed assets and depreciation

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Freehold property	-	2% straight line
Property improvements	-	20% reducing balance
Fixtures and fittings	-	20% reducing balance
Computer equipment	-	25% straight line

3.6. Finance and operating leases

Rentals applicable to operating leases are charged to the statement of financial activities over the period in which the cost is incurred.

3.7. Pensions

The pension costs charged in the financial statements represent the contribution payable by the company during the year.

3.8. Foreign currencies

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at the rates of exchange prevailing at the accounting date. Transactions in foreign currencies are recorded at the date of the transactions. All differences are taken to the Profit and Loss account.

4. Staff costs

The average number of persons employed by the company during the year was 3 (2020: 3).

5. Directors' remuneration

No directors received any remuneration for their services in the role during the year.

.... continued

6. Pension costs

The company operates a defined contribution pension scheme. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the company and amounted to £433 (2020 - £426).

7. Investment income

	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
Interest from bank accounts	40	-	40	151

8. Grants received

During the year a £10,000 (2020: £nil) coronavirus small business grant was received.

9. Direct charitable expenditure

	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
AGM, meetings and conferences	11	-	11	5,630
In Essence production costs	33,430	-	33,430	31,212
Printing, postage and stationery	1,182	-	1,182	3,351
Computer costs	6,172	-	6,172	5,615
	40,795	-	40,795	45,808

10. Fundraising and publicity

	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
PR, exhibition and shows	9,663	-	9,663	171

.... continued

11. Management and administration expenses of the Charity

	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
Gross salaries and wages	37,587	-	37,587	37,755
Pension costs	433	-	433	426
Staff training	-	-	-	-
Insurance	2,811	-	2,811	2,632
Light and heat	928	-	928	1,936
Hire of equipment	1,783	-	1,783	1,978
Rates and water	331	-	331	312
Repairs and renewals	1,949	-	1,949	1,891
General expenses	775	-	775	437
Telephone	874	-	874	947
Accountancy	2,800	-	2,800	3,000
Bookkeeping costs	1,645	-	1,645	1,694
Professional fees	26,235	-	26,235	6,146
Trustees expenditure	38	-	38	492
Bank charges	5,947	-	5,947	6,149
Loss on exchange	1,281	-	1,281	-
Loss on disposal of fixed assets	-	-	-	187
Depreciation	3,948	-	3,948	4,355
	89,365	-	89,365	70,337

There are no employees receiving a salary in excess of £60,000.

Included within professional fees above is exceptional expenditure incurred during the financial year relating to a dispute with a former trustee. Legal fees in relation to this totalled £12,823. This is expected to continue in the next financial year and further legal fees are expected to be incurred.

.... continued

12. Tangible fixed assets	Freehold property £	Property improve-ments £	Fixtures and fittings £	Computer equipment £	Total £
Cost					
At 1 April 2020 and at 31 March 2021	135,000	2,284	6,916	32,726	176,926
Depreciation					
At 1 April 2020	35,100	2,158	6,557	28,122	71,937
Charge for the year	2,700	25	72	1,151	3,948
At 31 March 2021	37,800	2,183	6,629	29,273	75,885
Net book values					
At 31 March 2021	97,200	101	287	3,453	101,041
At 31 March 2020	99,900	126	359	4,604	104,989

13. Debtors	2021 £	2020 £
Trade debtors	7,593	4,170
Other debtors	179	165
	7,772	4,335

14. Creditors: amounts falling due within one year	2021 £	2020 £
Trade creditors	5,522	3,749
Other creditors	5,094	5,099
	10,616	8,848

.... continued

15. Reserves

	Profit and loss account £	Total £
At 1 April 2020	257,809	257,809
Profit for the year	24,202	24,202
At 31 March 2021	282,011	282,011

16. Related party transactions

There were no transactions with related parties in this or the previous year.