

**International Federation of
Professional Aromatherapists**
Company limited by guarantee

**Directors' report and financial statements
for the year ended 31 March 2025**

International Federation of Professional Aromatherapists
Company limited by guarantee

Contents

	Page
Directors' and trustees report	1 - 7
Independent examiners report	8
Statement of financial activities	9
Balance sheet	10 - 11
Notes to the financial statements	12 - 17

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

International Federation of Professional Aromatherapists
Company limited by guarantee

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

..... 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.

International Federation of Professional Aromatherapists
Company limited by guarantee

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

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.

**International Federation of Professional Aromatherapists
Company limited by guarantee**

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

..... 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.

International Federation of Professional Aromatherapists
Company limited by guarantee

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

..... continued

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.

International Federation of Professional Aromatherapists
Company limited by guarantee

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

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

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 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 Acthave 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

		Unrestricted funds £	Restricted funds £	2025 Total £	2024 Total £
	Notes				
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		<u>155,692</u>	<u>-</u>	<u>155,692</u>	<u>140,880</u>
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		<u>153,143</u>	<u>-</u>	<u>153,143</u>	<u>159,095</u>
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		<u>245,573</u>	<u>-</u>	<u>245,573</u>	<u>243,024</u>

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

		2025	2024
	Notes	£	£
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
		<u>226,870</u>	<u>234,667</u>
Prepayments and accrued income		2,305	1,523
Creditors: amounts falling due within one year	12	<u>(2,660)</u>	<u>(9,428)</u>
Net current assets		<u>226,515</u>	<u>226,762</u>
Total assets less current liabilities		315,748	317,517
Accruals and deferred income		(70,175)	(74,493)
Net assets		<u>245,573</u>	<u>243,024</u>
Reserves			
Accumulated surplus	13	<u>245,573</u>	<u>243,024</u>
Members' funds		<u>245,573</u>	<u>243,024</u>

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.

**International Federation of Professional Aromatherapists
Company limited by guarantee**

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.

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

International Federation of Professional Aromatherapists
Company limited by guarantee

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.

International Federation of Professional Aromatherapists
Company limited by guarantee

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

..... 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 than £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).

International Federation of Professional Aromatherapists
Company limited by guarantee

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

..... 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
	<u>50,812</u>	<u>-</u>	<u>50,812</u>	<u>64,144</u>

International Federation of Professional Aromatherapists
Company limited by guarantee

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

..... 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
	<u>102,331</u>	<u>-</u>	<u>102,331</u>	<u>94,951</u>

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

International Federation of Professional Aromatherapists
Company limited by guarantee

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

..... 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

International Federation of Professional Aromatherapists
Company limited by guarantee

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

..... 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	<u>245,573</u>	<u>245,573</u>