

# IDPE

England & Wales · Charity number 1100927

## Details

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Other names	THE INSTITUTE OF DEVELOPMENT PROFESSIONALS IN EDUCATION
Status	Registered
Legal form	Charitable company
Company number	<a href="#">03761777</a>
Registered	2003-11-27
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Emersons Green  
Bristol  
BS16 7FR

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**Website** [www.idpe.org.uk](http://www.idpe.org.uk)

## Activities

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**Objects:** 3.1 PROVIDING TRAINING IN DEVELOPMENT, FUNDRAISING, SUPPORT AND MANAGEMENT RELEVANT TO THE PROVISION OF EDUCATION3-2 DEVELOPING AND PROMOTING HIGH STANDARDS IN DEVELOPMENT, FUNDRAISING, SUPPORT AND MANAGEMENT RELEVANT TO THE PROVISION OF EDUCATION3-3 CARRYING OUT RESEARCH RELEVANT TO THE EFFECTIVE PROMOTION OF THE PROVISION OF EDUCATION

**Activities:** IDPE aims to enable all schools, from the state and independent sectors, to develop cultures of giving, so they can provide the best educational experience for young people. IDPE educates schools to engage their communities in philanthropic giving, through providing training and resources, benchmarking performance and championing best practice in schools fundraising and alumni relations.

## Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research
- **What:** Education/training
- **Who:** Children/young People, Other Defined Groups

## Geography

- **Area of benefit:** UNITED KINGDOM
- Scotland
- Throughout England And Wales

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£589,897	£581,365	£248,553	6
2023-12-31	£511,802	£527,387	£234,149	6
2022-12-31	£511,567	£482,606	£237,397	6
2021-12-31	£366,823	£336,208	-	-
2020-12-31	£386,703	£378,469	-	-

## Trustees

Name	Role	Appointed
Alexandra Sara Lunn		2025-06-10
Anna Paul		2026-03-30
Isabelle Blake-James		2023-05-19
Melanie Jane Bushell		2022-06-20
Peter Anderson		2022-06-20
Rowena Julie Gaston		2021-07-13
Susannah Judith Baker		2021-07-01
Victoria Ann Espley		2023-03-27
Wendy Susan Grant		2021-06-30
William SLoan Friar		2023-05-31

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# Accounts

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**GROUP AND SUBSIDIARY  
ANNUAL REPORT AND CONSOLIDATED ACCOUNTS FOR THE PERIOD**

**1 JANUARY 2023 TO 31 DECEMBER 2024**

**Charity Registration Number: 1100927**

**Company Registration Number: 3761777**

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**

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**Legal and Administrative Information**

**Trustees**

P Anderson <sup>1</sup>

S Baker <sup>1</sup>

I Blake-James

P Britton<sup>1,2</sup>

M Bushell

V Espley

M Fenton (resigned 13 May 2024)

S Fenton (resigned 13 May 2024)

W Friar

R Gaston <sup>2</sup>

W Grant <sup>1,2</sup>

S Lerwill <sup>1</sup>

R Sharp

*Note. <sup>1</sup> Member of the Finance and General Purposes Committee*

*<sup>2</sup> Member of the Appointments Committee*

**Chair**

S Lerwill

**Chief Executive Officers**

L Bennett

**Company Secretary**

V Roe

**Registered office address:**

Henleaze Business Centre

Harbury Road

Bristol

BS9 4PN

**Independent Auditor:**

Sumer Auditco Limited

County Gate

County Way

Trowbridge

BA14 7FJ

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**Bankers:**

CAF Bank  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

Barclays Bank UK PLC  
1 Churchill Place  
London  
E14 5HP

COIF Charities Deposit Fund  
Senator House  
85 Queen Victoria Street  
London  
EC4V 4ET

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TRUSTEES REPORT**

**Trustees' Report**

The Trustees present their report which also incorporates the directors report for the period 1 January 2024 to 31 December 2024.

IDPE is a company limited by guarantee and a registered charity governed by its memorandum and articles. Charity number: 1100927. Company number: 3761777. The directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees. IDPE was registered as a company on 28 April 1999 and as a charity on 27 November 2003.

Legal and administrative information set out on pages 1 and 2 forms part of the report. The accounts comply with current statutory requirements, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

**Objects of the charity**

The objects ("the Objects") of the charity, as laid down in the Memorandum of Association, are to promote education for the benefit of the public by:

- providing training in development, particularly alumni relations and fundraising, relevant to the provision of education
- promoting high standards in development, particularly alumni relations and fundraising, relevant to the provision of education
- providing guidance and support for development, particularly alumni relations and fundraising, relevant to the provision of education
- carrying out research relevant to providing training in development, particularly alumni relations and fundraising, relevant to the provision of education

**Policies adopted to further the objects of the charity**

IDPE aims to enable all schools, from the state and independent sectors, to develop cultures of giving, so that they can provide the best educational experience for young people.

IDPE does this by championing best practice in schools' fundraising and engagement through providing training, guidance, support, benchmarking and partnership work across the schools' sector.

**Structure, governance and management**

IDPE is governed by the Board of Trustees. The list of trustees is set out on page 1 of this report. There are two sub-committees, both of which have established Terms of Reference, approved by the full board:

The Finance and General Purposes Committee: terms of reference state the purpose of this committee is to monitor the charity's financial performance, including the operating account and any designated reserves, and to examine other relevant operational and statutory matters relating to the financial and general management of IDPE.

The Appointments Committee: terms of reference state the purpose of this committee is to review board composition ensuring the skills on the board enable the organisational strategy to be delivered and that any skills/representational or diversity gaps are addressed.

In 2023 the membership approved a change to the constitution which removed the need to hold an AGM. The right to call and hold general meetings remains but the board felt that replacing the AGM with a virtual alternative would make it more accessible to those members who cannot afford to

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attend in person. The membership approved the introduction of an annual members report, which will contain all reports previously presented verbally at the AGM.

As at 31<sup>st</sup> December there are eleven permanent employees of the Charity: one is full time and ten are part-time. The day to day management of IDPE is under the direction of the Chief Executive Officer.

IDPE is committed to complying with the Charity Governance Code for smaller charities. Every two years, the IDPE board review governance and organisational practices against the principles laid out in the code and make well-considered decisions about these that can be applied to IDPE. A full report on the review, outcomes and actions is available to charity members by contacting the Company Secretary.

**Methods adopted for recruiting and appointing new trustees**

The Articles of Association of IDPE empower it to have a minimum of five trustees with no maximum specified. The board took the decision that, although there is no maximum stated in the constitution, to ensure the effective operation of the charity, the ideal number of trustees would be 10-12. Board composition is reviewed annually, along with trustee retirements and the board decide on the number of vacancies to be advertised each year. When places on the board become available, a recruitment campaign will be launched and all members are invited annually to stand for election as a trustee. These nominations are put to the full membership for voting.

A new category of nominated trustee was introduced in 2014 and this person can be anyone qualified to be a trustee whom the board wishes to appoint. They are not elected by the membership, though members must be informed. Their term of office and re-election rules are the same as for a member-elected trustee.

There must always be more member-elected trustees than nominated trustees.

**Constitutional provisions for trustee appointments**

One third (or the number nearest one third) of the Trustees must retire each year, those longest in office retiring first and the choice between any of equal service being made by drawing lots. Current officers include Chair, Deputy Chair, Chair of the Finance and General Purposes Committee. A three-year term is applied to all officer appointments unless it is felt by the board that a longer term is necessary to ensure continuity and consistency. This provision is not within the constitution but is followed in accordance with governance best practice. Trustees must retire from all officer positions when they retire as a trustee.

A new bye law was introduced by the board and communicated to members in 2023 to specify that a trustee must have served a minimum of 2 years on the board before taking on the role of Deputy Chair or Chair. A second bye law was introduced which stated that any trustee can stand as Chair and they do not need to have held any other executive officer position.

A special resolution was passed by members in 2023, changing the constitution to allow the term of office for trustees to be extended to nine years, under exceptional circumstances and if deemed in the best interests of the charity. The board felt that, although the six year term will be a standard, allowing an extension would be beneficial in some circumstances.

In carrying out their duties the Trustees meet at least three times a year and liaise via email between meetings. In accordance with IDPE's governing document, trustee meetings can be held either remotely or face-to-face. Any virtual meeting must enable all trustees to be seen and heard.

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**Policies and procedures adopted for the induction and training of trustees**

On election to the Board all new trustees receive an extensive information pack giving them information on the Charity, its governance, management and policies and the latest available guidance on being a trustee from the Charity Commission. All new trustees attend an introductory briefing with the Chair and Chief Executive Officer before their first Board Meeting. The specific induction training for each trustee varies according to the particular portfolio they are taking on.

Where possible, this includes close liaison with the previous incumbent.

**Any other organisations with which IDPE co-operates in pursuit of its charitable objectives**

IDPE actively engages with organisations across both the education and fundraising sectors to champion best practice in schools' fundraising and engagement. IDPE provides a voice for all schools, through working closely with ISC, HMC, AGBIS, ISBA, GSA, AMCIS, SEA, SPA, ISBL, and GSHA within the schools' sector, as well as the Fundraising Regulator, CASE and the Chartered Institute of Fundraising.

**IDPE membership**

School Membership

This is available to educational institutions and provides access to training and support, benchmarking and resources, for all members of staff involved in professional fundraising and engagement within a school. This class of member has one vote at general meetings by a nominated representative.

Associate

In a few special cases the Board may allow an individual working for a qualifying non-profit organisation or looking to enter the sector, to join as an individual member. Benefits of membership in this category are the same as for an institutional member but this category of membership does not have voting rights at general meetings.

Corporate Membership

Membership of the charity is available to organisations that supply services to the sector and are not eligible to join as an educational institution. These organisations enjoy many of the same benefits as educational institutions such as regular communications (sent to a nominated email address), free resources and training and invitations to attend networking events. In addition, corporate members benefit from additional marketing and promotional opportunities to showcase their product or organisation to the sector.

Corporate members do not have a vote at general meetings and they are not eligible to propose an employee, for example, for election as a Trustee. They do pay an annual membership fee.

IDPE also works with a number of major corporate partners, offering bespoke packages of engagement to these corporate partners in return for sharing their support and expertise with the schools' community.

**Review of activities and future developments**

General Report

We have consistently provided access to best practices, support, and training, with 19 individuals completing our New to Development programme and over 1600 attendees participating in over 60 of our regional meetings, webinars and peer group forums. We also had the pleasure of engaging with over 290 of our members at our annual conference in May, where 99% of respondents to our conference evaluation saying that they would recommend IDPE's annual conference to a colleague.

Alongside our annual webinar programme, regional meetings, peer-to-peer forums and annual New to development programme, we have continued to evolve our support for more advanced development

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professionals, through our masterclass series, leadership forum and a new group for schools with larger development teams of seven or more.

Throughout 2024, we have been celebrating our 25<sup>th</sup> Anniversary, from our anniversary dinner at the annual conference to an advent calendar of IDPE archives in December, we have shared how IDPE has supported schools over the past 25 years to achieve cultures of giving. The IDPE 2024 Celebration of Giving in November, provided an annual opportunity to focus on the impact of schools' development and our IDPE development awards, the chance to recognise the incredible work across the sector.

We work closely with our 27 corporate members, and continue to explore ways to share their expertise with our members through our webinar programme, thought pieces and speaking opportunities at regional meetings, forums and conferences.

2024 has been a year of transition for IDPE in terms of the team, with changes in team personnel and the introduction of new roles to support delivery of the 2025-27 Strategic Plan. We continue to benefit from the incredible expertise and support of the IDPE community, whose continued support enables us to deliver the breadth of services we provide. We would like to take this opportunity to thank all our volunteers, from our trustees and regional vice presidents to our speakers and chairs, we are extremely grateful to the IDPE community for your continued support and commitment.

In 2025, we will:

- launch our latest benchmarking survey and share the latest key trends and best practice through our benchmarking report and new benchmarking platform, supporting schools to identify strengths and areas for development, and make informed decisions on how to enhance their fundraising performance.
- develop further bespoke support and professional development opportunities for different groups within the IDPE membership, including support for state schools new to fundraising through a free State School Symposium at our annual conference
- deliver our annual conference at a new larger venue, offering increased capacity, a greater diversity of sessions and a larger exhibition space, offering the opportunity for delegates to further network with leading suppliers
- building on the success of our Fundraising for school leaders programme for Heads, we will grow our support for school leaders through our new fundraising for school bursars programme and a support service for governors to better understand their role in development.
- evolve our digital strategy, supporting us to work smarter and enhance our member services.
- continue to work across the sector to develop partnerships with associations and corporate partners, and with the support of a new sector report *Fundraising Futures: Transforming UK Schools' Philanthropy*, champion best practice in schools' fundraising and engagement.

#### Governance and Constitution

Mark Fenton and Shaun Fenton resigned in 2024 which left 11 trustees, as the recommended number of trustees is 10-12, the board took the decision not to run a trustee recruitment campaign in 2024. Two existing trustees successfully stood for re-election: Susannah Baker and Rowena Gaston. Philip Britton stood down as Chair in May 2024 and Simon Lerwill succeeded him, having been elected by the board.

Due to previous trustee retirements, three new trustees joined the Appointments Committee: Simon Lerwill, Melanie Bushell, Rowena Gaston and Rowena Gaston took on the position of Chair.

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Membership Development

IDPE's membership remained strong, with 94% retention and 24 new member schools. At the end of 2024, IDPE's membership was 372 (2023: 372).

External Relations

Elevating philanthropy and community engagement in schools has never been more important.

IDPE continues to champion the impact of schools' development through jointly-branded webinars, thought pieces and events with partner associations such as speaking at AGBIS, ISBA, HMC and GSA. In 2024, we will be working with ISBA to launch our new Fundraising for school bursars programme, and with HMC on the School Bursaries and Partnerships Conference.

In IDPE's recent membership survey, IDPE's benchmarking was cited as the most important benefit of IDPE membership with 85% of respondents stating benchmarking was valuable or extremely valuable. IDPE and Gifted Philanthropy carried out a brief benchmarking survey in autumn 2023, to provide development professionals and school leaders with an update on the benchmarking report released earlier in the year, and we continue to share the key messages from these reports across the wider schools' sector.

Finally, we continue to work with the wider fundraising sector to provide a voice for schools' development professionals, including responding on behalf of members to the consultation on the Code of Fundraising Practice.

25 June 2025

**Financial Report**

The financial results for the year and financial position of the group are shown in the financial statements. 2024 overall group income exceeded group expenditure in the year generating a surplus of £14,404 (2023: deficit of £3,248).

**Policies**

Reserves

IDPE does not hold restricted reserves. All income is used for the operation of the charity. A general reserve is maintained to ensure that the functions of the charity are not hampered by fluctuations in the level of membership or exceptional non-repetitive expenditure and to take advantage of unexpected opportunities that might benefit the membership in terms of additional services offered by the charity.

At the end of 2024 reserves of the group were £248,553 (reserves of the charity were £232,789). It is the intention of the trustees that these higher levels of reserves should be reduced slowly over the next few years. As the business grows and adapts to meet the needs of its members, the trustees recognise that further investment in the infrastructure, goods and services provided by IDPE will be necessary.

Grant Making Policy

The Trustees introduced grants in 2012 giving financial support to those who would benefit but who could not otherwise afford the full cost of attending the annual conference. The number of bursary places awarded in 2024 was 15 (2023: 13). These were funded through conference sponsorship.

Policy to Manage Risk

The Trustees undertook an annual review of the major risks to which the Charity is exposed, in particular those related to the operations and finances of the Charity, and have adopted the necessary

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policies to mitigate and monitor these risks. The policies are reviewed on an ongoing informal basis by the trustees and reviewed on a formal basis at the last Board meeting of each year when the Budget for the following year is agreed.

**Public Benefit**

The objects of IDPE are to provide training and to develop and promote best practice in the fields of development, fundraising, engagement, support and management relevant to the provision of education. The membership benefiting from the work of the IDPE is made up of development professionals and individuals such as heads, bursars and governors supporting development, in schools (both independent and state). Through access to this training and promotion of best practice, schools are able to develop better relationships with their supporters and beneficiaries, improving their accountability to them and raising funds efficiently in accordance with the standards laid down by the Fundraising Regulator (of which the IDPE is a member). IDPE supports schools to:

- improve learning environments and resources for pupils
- improve access to independent education for children from disadvantaged backgrounds
- improve mentoring and careers support for young people
- improve partnerships between state and independent schools

Membership fees are kept at a modest level so that every school who is eligible to join is able to do so. We recognise that schools with lower pupil numbers, often have a smaller community base and limited resources and our new, fairer membership model, introduced in 2023, reflects the diversity of schools we support. IDPE works on behalf of all schools to champion the importance of community engagement and philanthropic support so that schools can provide the best educational experience for children and young people. There are no geographical restrictions, and whilst members are predominantly based in the UK, we do have some international schools within the IDPE community.

All Trustees have due regard to the charities commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

**Trustees' responsibilities in relation to the accounts**

The Trustees are responsible for preparing the Annual Report and accounts in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires trustees to prepare accounts that give a true and fair view of the state of the affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so the Trustees are required to:

- select suitable accounting policies and apply them consistently
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the accounts;
- and prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in business

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with section 386 of the Companies Act 2006. The Trustees are also responsible for taking steps for the prevention and detection of fraud and other irregularities.

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Trustees are responsible for approving any salary rises of the senior management team, and the CEO is responsible in consultation with members of the Senior Management Team for approving salaries for all other staff members. When appointing new members of staff, salaries are benchmarked against similar positions across the charitable sector. As part of the staff appraisal process, roles and responsibilities are reviewed. If these are seen to have changed, then these are benchmarked against other similar roles across the charitable sector and any changes to remuneration are carried out with approval by the trustees.

So far as the Trustees are aware, there is no relevant audit information (information needed by the Charity's reporting accountant in connection with preparing their report) of which the Charity's reporting accountant is unaware. In addition, each Trustee has taken all the steps that he/she ought to have taken as a trustee in order to make him/her aware of any relevant information and to establish that the Charity's reporting accountant is aware of that information.

This report, on pages 1 to 9, was approved by the Trustees and was signed on their behalf by:



**Simon Lerwill**  
Chair  
On behalf of the Trustees  
25 June 2025

**IDPE  
REPORT AND CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2024**

**Independent Auditor's Report to the Members and Trustees of IDPE**

**Opinion**

We have audited the financial statements of IDPE (the 'parent charitable company') and its subsidiaries (the 'group') for the year ended 31 December 2024 which comprise the consolidated statement of financial activities, the group and parent charitable company balance sheets, the group and parent charitable company cash flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and parent charitable company's affairs as at 31 December 2024, and of the group's incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006 and the Charities Act 2011.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group and parent charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the group's or parent charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

**Other information**

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

**Matters on which we are required to report by exception**

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In the light of our knowledge and understanding of the group and parent charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 and the Charities Act 2011 requires us to report to you if, in our opinion:

- adequate and sufficient accounting records have not been kept by the parent charitable company, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company's financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

**Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement set out on pages 8 and 9, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group's and parent charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the group or the parent charitable company or to cease operations, or have no realistic alternative but to do so.

**Auditor's responsibilities for the audit of the financial statements**

We have been appointed auditor under the Companies Act 2006 and section 151 of the Charities Act 2011 and report in accordance with those Acts.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Based on our understanding of the charitable company and sector, we identified that the principal risks of non-compliance with laws and regulations related company and charity legislation, and we considered the extent to which non-compliance might have a material effect on the financial statements of the charitable company. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Charities Statement of Recommended Practice and the Companies Act 2006. We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls), and determined that the principal risks were related to potential lack of segregation of duties, bookkeeping errors and management bias in accounting estimates and judgemental areas of the financial statements. Audit procedures performed by the audit engagement team included:

- Enquiry of management and those charged with governance about any known or suspected instances of non-compliance with laws and regulations and fraud;
- Reviewing minutes of meetings of those charged with governance and any correspondence with The Charity Commission;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing analytical procedures to identify any unusual or unexpected relationship that might indicate a risk of material misstatement due to fraud;
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias.

There are inherent limitations in the audit procedures described above and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we

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would become aware of it. Also, the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

**Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the charitable company's trustees, as a body, in accordance with [Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's members and its trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



James Gare (Senior Statutory Auditor)  
For and on behalf of Sumer Auditco Limited  
Statutory Auditor  
Chartered Accountants  
County Gate  
County Way  
Trowbridge  
Wiltshire  
BA14 7FJ

02 July 2025

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**

**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME & EXPENDITURE ACCOUNT)**

	Notes	2024	2023
		£	£
<b>Income and Endowments from:</b>			
Other trading activities	2	70,669	71,870
Investments		3,996	2,466
Donations and legacies		-	-
Charitable activities	3	515,232	437,466
		589,897	511,802
<b>Expenditure</b>			
Raising Funds	4	30,973	29,083
Charitable Activities	5	550,392	498,304
		581,365	527,387
Net gains (losses) on investments		5,872	12,337
<b>Net Movement in Funds</b>		14,404	(3,248)
<b>Reconciliation of funds:</b>			
Total funds brought forward		234,149	237,397
Total funds carried forward		248,553	234,149

The statement of financial activities includes all gains and losses for the period.  
All incoming resources and resources expended derive from continuing activities.  
The notes are set out on pages 17 to 25.

**IDPE  
REPORT AND CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2024  
BALANCE SHEET- GROUP**

	Notes	2024 £	2023 £
<b>Fixed Assets</b>			
Intangible assets	8	4,890	7,350
Tangible assets	8	5,251	6,023
Investments	8	114,859	108,987
<b>Current Assets</b>			
Debtors	9	244,615	128,753
Cash at bank		230,222	281,635
<b>Total Current Assets</b>		474,837	410,388
<b>Liabilities</b>			
Creditors: Amounts falling due within 1 year	10	351,284	298,599
<b>Net Current Assets</b>		123,553	111,789
<b>Total Net Assets</b>		<u>248,553</u>	<u>234,149</u>
<b>Funded by:</b>			
<b>Unrestricted Funds</b>			
Designated Funds	11	86,649	89,149
General Funds		<u>161,904</u>	<u>145,000</u>
<b>Total Funds</b>		<u>248,553</u>	<u>234,149</u>

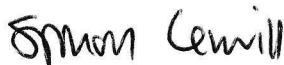
There are no restricted funds.

The notes are set out on pages 17 to 25

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The accounts were approved and authorised for issue by the Trustees and signed on their behalf by:



Chair  
Simon Lerwill

Date: 25/6/25



Chair of Finance and General Purposes Committee  
Wendy Grant

Date: 25/6/25

**IDPE  
REPORT AND CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2024  
BALANCE SHEET- CHARITY**

	Notes	2024 £	2023 £
<b>Fixed Assets</b>			
Intangible assets	8	4,890	7,350
Tangible assets	8	5,251	6,023
Investments	8	114,860	108,988
<b>Current Assets</b>			
Debtors	9	248,018	127,582
Cash in hand		210,801	254,014
<b>Total Current Assets</b>		458,819	381,596
<b>Liabilities</b>			
Creditors: Amounts falling due within 1 year	10	351,031	297,444
<b>Net Current Assets</b>		107,788	84,152
<b>Total Net Assets</b>		<u>232,789</u>	<u>206,513</u>
<b>Funds of the charity:</b>			
<b>Unrestricted Funds</b>			
	11		
Designated Funds		86,649	89,149
General Funds		<u>146,140</u>	<u>117,364</u>
<b>Total Funds</b>		<u>232,789</u>	<u>206,513</u>

There are no restricted funds.  
The notes are set out on pages 17 to 25

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The accounts were approved and authorised for issue by the Trustees and signed on their behalf by:

Simon Lerwill  
Chair  
Simon Lerwill

Date: 25/6/25

Wendy Grant  
Chair of Finance and General Purposes Committee  
Wendy Grant

Date: 25/6/25

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**

**STATEMENT OF CASH FLOWS AND CONSOLIDATED STATEMENT OF CASH FLOWS**

	<b>Group 2024 £</b>	<b>Charity 2024 £</b>	<b>Group 2023 £</b>	<b>Charity 2023 £</b>
<b>Cash flow from operating activities</b>	(54,023)	(45,823)	48,518	77,569
Interest paid	-	-	-	-
<b>Net cash flow from operating activities</b>	<b>(54,023)</b>	<b>(45,823)</b>	<b>48,518</b>	<b>77,569</b>
<b>Cash flow from investing activities</b>				
Proceeds from sale tangible fixed assets	-	-	-	-
Payments to acquire assets	(1,386)	(1,386)	(3,521)	(3,521)
Interest received	3,996	3,996	2,466	2,466
<b>Net cash flow from investing activities</b>	<b>2,610</b>	<b>2,610</b>	<b>(1,055)</b>	<b>(1,055)</b>
<b>Net decrease in cash and cash equivalents</b>	<b>(51,413)</b>	<b>(43,213)</b>	<b>47,463</b>	<b>76,514</b>
<b>Cash and cash equivalents at 1<sup>st</sup> January 2024</b>	<b>281,635</b>	<b>254,014</b>	<b>234,172</b>	<b>177,500</b>
<b>Cash and cash equivalents at 31<sup>st</sup> December 2024</b>	<b>230,222</b>	<b>210,801</b>	<b>281,635</b>	<b>254,014</b>
<b>Cash and cash equivalents consists of:</b>				
Cash at bank and in hand	230,222	210,801	281,635	254,014
<b>Cash and cash equivalents at 31<sup>st</sup> December 2024</b>	<b>230,222</b>	<b>210,801</b>	<b>281,635</b>	<b>254,014</b>

**Reconciliation of net income to net cash flow from operating activities**

	<b>2024 Group £</b>	<b>2024 Charity £</b>	<b>2023 Group £</b>	<b>2023 Charity £</b>
Net income for year	14,404	26,276	(3,248)	13,679
Depreciation of tangible fixed assets	4,618	4,618	3,795	3,795
Net (gain) loss on investments	(5,872)	(5,872)	(12,337)	(12,337)
Loss on sale of fixed assets	-	-	607	607
Interest receivable	(3,996)	(3,996)	(2,466)	(2,466)
(Increase) / decrease in debtors	(115,862)	(120,436)	1,592	15,366
Increase / (decrease) in creditors	52,685	53,587	60,575	58,925
<b>Net cash flow from operating activities</b>	<b>(54,023)</b>	<b>(45,823)</b>	<b>48,518</b>	<b>77,569</b>

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS CONTINUED...**

## **1. ACCOUNTING POLICIES**

### **General**

#### **Basis of Accounting**

The charity constitutes a public benefit entity as defined by FRS102. These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts and in accordance with the with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

#### **Legal Status of the Charity**

IDPE is a private limited company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found on the company information page. The presentational currency of the accounts is pound sterling.

#### **Incoming Resources**

Subscriptions, charges and interest income are accounted for on a receivable basis. Monies received in advance are accounted for in the appropriate accounting period.

#### **Resources Expended**

All expenditure and liabilities incurred in the financial year are accounted for in that year.

Support costs comprise those costs incurred by the Main Office in Bath including Trustees expenses. Support costs are apportioned 5% to the cost of generating funds, and 95% to charitable activities. This is based on an estimated allocation of time.

Trustees are responsible for approving any salary rises of the senior management team, and the CEO is responsible in consultation with members of the Senior Management Team for approving salaries for all other staff members. Periodically an external review of staff and their hours and salaries is carried out with approval by the Trustees.

#### **Fixed assets**

Identifiable development expenditure is capitalised as an intangible asset to the extent that the technical, commercial and financial feasibility can be demonstrated.

Tangible and Intangible fixed assets are stated at cost less depreciation and amortisation. Capital expenditure is deemed to be items purchased at £500 or over, that have a useful life of more than one year. Depreciation and Amortisation are provided at rates calculated to write off the cost of the assets, less their estimated residual value, over their expected useful lives on the following bases:

Fixtures, fittings, and equipment – 4 – 5 years straight line basis

Website Development – 5 years straight line basis

Investments are measured at fair value with changes recognised in 'net gains / (losses) on investments' in the Statement of Financial Activities.

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS CONTINUED...**

**Debtors**

Trade and other debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid.

**Cash**

Cash at bank includes short term highly liquid investments with a short maturity of three months or less.

**Creditors**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount.

**Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**Charitable activities**

IDPE arranges collaborative events, such as a Schools Bursaries Conference every other year, with other organisations. In some instances IDPE takes overall responsibility for all income and expenditure for such an event, and the profit is shared between the collaborating organisations. As financial responsibility changes from year to year between organisations, these accounts and comparative figures have been compiled showing the overall profit figure earned by IDPE at such events to ensure year on year comparatives are meaningful, regardless of which organisation manages the income and expenditure accounting.

**Group financial statements**

These group financial statements consolidate the results of the charity and its wholly-owned subsidiary IDPE (Trading) Limited, both of which make up their financial statements to 31 December. A separate statement of financial activities, or income and expenditure account, for the charity itself is not presented because the charity has taken advantage of the exemptions afforded by Section 408 of the Companies Act 2006.

**Funds**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

**Going Concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS CONTINUED...**

**2. Income from Trading subsidiary**

The wholly-owned trading subsidiary, IDPE (trading) limited, company number 11073956, which is incorporated in the United Kingdom, pays all its taxable profits to the charity by Gift Aid. IDPE (trading) Limited provides job advertising. The charity owns the entire issued share capital of 1 ordinary share of £1. A summary of the trading results as recorded in that company's statutory accounts (therefore, gross of all intra-group transactions) is shown below:-

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>Turnover and interest receivable</b>		
Digital Advertising	70,669	71,870
<b>Cost of sales and administrative expenses</b>	(7,905)	(9,234)
Profit for the period	62,764	62,636
	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>Current Assets</b>		
Debtors	5,517	5,276
Cash at bank	19,422	27,621
	24,939	32,897
<b>Creditors</b>		
Amounts falling due within one year	9,174	5,259
<b>Net Current Assets</b>	15,765	27,638
<b>Total Assets less Current Liabilities</b>	15,765	27,638
<b>Capital and Reserves</b>		
Called up share capital	1	1
Retained earnings	15,764	27,637
	15,765	27,638

**3. Income from charitable activities is broken down as follows:**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Conferences and seminars	285,170	222,051
Membership	229,852	210,915
Book sales	210	4,500
	515,232	437,466

- 4.** Costs of generating funds is 5% of the total direct and support costs borne by the main account together with trading subsidiary operations.

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS CONTINUED...**

**5. Costs of Charitable Activities - Group**

	<i>Direct costs</i>	<i>Support Costs</i>	<i>Total 2024</i>	<i>Total 2023</i>
	£	£	£	£
Events and materials	158,553	-	158,553	121,584
Support to members	-	391,839	391,839	376,721
	<u>158,553</u>	<u>391,839</u>	<u>550,392</u>	<u>498,304</u>

	<i>Direct Costs</i>	<i>Support Costs</i>	<i>Total 2023</i>
	£	£	£
Events and materials	121,584	-	121,584
Support to members	-	376,721	376,721
	<u>121,584</u>	<u>376,721</u>	<u>498,304</u>

Support costs allocated to charitable activities

	<b>2024</b>	<b>2023</b>
	£	£
Staff costs	305,891	275,283
Office costs	28,104	24,147
Premises costs	2,048	5,226
Admin expenses	22,873	19,593
Marketing and PR	3,861	2,095
Unclaimable VAT	18,085	27,795
Legal & professional costs	10,977	22,582
Sundry charitable expenditure	-	-
	<u>391,839</u>	<u>376,721</u>

**6. Staff costs**

	<b>2024</b>	<b>2023</b>
	£	£
Salaries and wages	290,198	251,909
Social security costs	20,352	18,075
Pension costs	11,440	19,788
Total	<u>321,990</u>	<u>289,772</u>

No employee earned more than £60,000. Average number of full time equivalent employees employed during the year was 6.9 (1 full time employees and 10 part-time) (2023: 6.4 full time equivalents). Of these two were employed on fundraising, two on governance and finance and the others on charitable activities. Key management personnel comprised the CEO, the Finance Director and the COO – all of whom are part-time. Their total combined salaries were £160,815 (2023: £152,153).

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS CONTINUED...**

**7. Group- Net movement in funds is after charging:**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Audit Fees – current year	6,220	5,900
Audit Fees – under/over previous year	(30)	(5)
Lease Costs	1,533	5,820
Depreciation	4,618	3,795
	<u>12,341</u>	<u>15,510</u>

**8. Fixed Assets- Charity and Group**

	<b>Tangible fixed assets</b>	<b>Intangible fixed assets</b>	
	<b>Fixtures, fittings and equipment</b>	<b>Website Development</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
At 1.1.24	7,749	12,300	20,049
Additions	1,386	-	1,386
Disposals	-	-	-
At 31.12.24	<u>9,135</u>	<u>12,300</u>	<u>21,435</u>
At 1.1.24	1,726	4,950	6,676
Depreciation	2,158	2,460	4,618
Disposals	-	-	-
At 31.12.24	<u>3,884</u>	<u>7,410</u>	<u>11,294</u>
Net book value at 1.1.24	<u>6,023</u>	<u>7,350</u>	<u>13,373</u>
Net book value at 31.12.24	<u>5,251</u>	<u>4,890</u>	<u>10,141</u>

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS CONTINUED...**

**Fixed Asset Investments – Charity and Group**

	Listed Investments	Other Investments (Charity only)	Total
	£	£	£
Cost or valuation			
At 1.1.24	108,987	1	108,988
Additions	-	-	-
Disposals	-	-	-
Revaluation	5,872	-	5,872
At 31.12.24	<u>114,859</u>	<u>1</u>	<u>114,860</u>
Impairment			
At 1.1.24	-	-	-
Written off	-	-	-
Written back	-	-	-
Disposals	-	-	-
At 31.12.24	<u>-</u>	<u>-</u>	<u>-</u>
Carrying amount at 1.1.24	<u>108,987</u>	<u>1</u>	<u>108,988</u>
Carrying amount at 31.12.24	<u>114,859</u>	<u>1</u>	<u>114,860</u>
Investments at fair value compromise:			
	<b>2024</b>	<b>2023</b>	
	£	£	
Equities	114,860	108,988	
Securities	-	-	
Cash within investment portfolio	-	-	
	<u>114,860</u>	<u>108,988</u>	

The other investment represents shares held in IDPE (Trading) Limited (company number 11073956) which is a wholly owned subsidiary. The company was incorporated on 21 November 2017 and started trading on 1 January 2018.

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS CONTINUED...**

**9 Debtors:**

	<b>2024 Group £</b>	<b>2024 Charity £</b>	<b>2023 Group £</b>	<b>2023 Charity £</b>
Trade Debtors	110,209	105,456	76,161	71,882
Intercompany IDPE Trading Ltd	-	8,325	-	4,103
Prepayments and accrued income	134,237	134,237	51,597	51,597
Other debtors	169	-	995	-
	<u>244,615</u>	<u>248,018</u>	<u>128,753</u>	<u>127,582</u>

**10 Creditors:**

	<b>2024 Group £</b>	<b>2024 Charity £</b>	<b>2023 Group £</b>	<b>2023 Charity £</b>
Trade Creditors	6,014	6,014	4,536	4,536
Intercompany IDPE Trading Ltd	-	595	-	-
Deferred income	321,540	321,540	279,951	279,951
Accruals	13,284	12,436	8,054	6,900
Tax & Security Costs	10,446	10,446	4,711	4,710
Other creditors	-	-	1,347	1,347
	<u>351,284</u>	<u>351,031</u>	<u>298,599</u>	<u>297,444</u>

Deferred income comprises of advance receipts for 2025 membership subscriptions, 2025 training event attendance and 2025 IDPE annual conference income.

**11 Statement of funds:**

**Group**

	<b>Bought Forward £</b>	<b>Incoming Resources £</b>	<b>Resources Expensed £</b>	<b>Transfers £</b>	<b>Carried Forward £</b>
Designated Funds	89,149	-	(2,500)	-	86,649
General Funds	145,000	16,904	-	-	161,904
	<u>234,149</u>	<u>16,904</u>	<u>(2,500)</u>	<u>-</u>	<u>248,553</u>

**Charity**

	<b>Bought Forward £</b>	<b>Incoming Resources £</b>	<b>Resources Expensed £</b>	<b>Transfers £</b>	<b>Carried Forward £</b>
Designated Funds	89,149	-	(2,500)	-	86,649
General Funds	117,364	28,776	-	-	146,140
	<u>206,513</u>	<u>28,776</u>	<u>(2,500)</u>	<u>-</u>	<u>232,789</u>

In 2023 the Trustees agreed to designate some unrestricted funds into a charity development fund, which will be used across a number of projects over the coming years designed to improve our digital platform and further our charitable aims.

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS CONTINUED...**

**12 Financial instruments**

The carrying amount of the financial instruments are as follows:

<b>Group</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>Financial assets</b>		
Debt instruments measured at amortised cost:		
- Trade debtors (note 9)	110,209	76,161
Equity instruments measured at amortised cost less impairment:		
- Fixed asset listed investments (note 8)	114,859	108,987
<b>Financial liabilities</b>		
Measured at amortised cost:		
- Trade creditors (note 10)	6,014	4,536
<b>Charity</b>		
	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>Financial assets</b>		
Debt instruments measured at amortised cost:		
- Trade debtors (note 9)	105,456	71,882
- Amounts owed from group undertakings (note 9)	8,325	4,103
	<u>113,781</u>	<u>75,985</u>
Equity instruments measured at amortised cost less impairment:		
- Fixed asset investments (note 8)	114,860	108,988
<b>Financial liabilities</b>		
Measured at amortised cost:		
- Trade creditors (note 10)	6,014	4,536
- Amounts owed to group undertakings (note 10)	595	-
	<u>6,609</u>	<u>4,536</u>

**13 Related party transactions**

The charity has taken advantage of the exemption, under the terms of Financial Reporting Standard 102 'The Finance Reporting Standard applicable in the UK and Republic of Ireland', not to disclose related party transactions with wholly owned subsidiaries within the group.

Trustees only received payment of expenses for actual expenditure necessarily incurred whilst they were carrying out their function as trustees of the charity. No trustee received remuneration or other benefit from their work with the charity. In 2024 no related party transactions were reported.

Travel and subsistence costs of £436 (2023: £1,125) were reimbursed to trustees or paid directly to third parties on their behalf.

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS CONTINUED...**

**14 Operating Lease Commitments**

The following operating lease commitments reported as at 31 December 2024 were as follows:

	<b>2024</b>		<b>2023</b>
	<b>£</b>		<b>£</b>
Within the year	-		345
Between 2 and 5 years	-		-
More than five years	-		-
	-		345

Lease costs in the year were £1,533 (2023: £5,820).

**15 Ultimate Controlling Party**

The Trustees consider that the charity is jointly controlled by the trustees and that there is no ultimate controlling party.

**IDPE**

England & Wales - Charity number 1100927

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# Accounts

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**GROUP AND SUBSIDIARY  
ANNUAL REPORT AND CONSOLIDATED ACCOUNTS FOR THE PERIOD**

**1 JANUARY 2023 TO 31 DECEMBER 2023**

**Charity Registration Number: 1100927**

**Company Registration Number: 3761777**

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

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**Legal and Administrative Information**

**Trustees**

P Anderson <sup>1</sup>  
C Atkinson<sup>1 2</sup> (resigned 15 May 2023)  
S Baker <sup>1</sup>  
I Blake-James (appointed 19 May 2023)  
P Britton<sup>1 2</sup>  
M Bushell  
V Espley (appointed 27 March 2023) <sup>1</sup>  
W Ethelston (resigned 27 January 2023)  
M Fenton (resigned 13 May 2024)  
S Fenton (resigned 13 May 2024)  
W Friar (appointed 31 May 2023)  
R Gaston <sup>2</sup>  
D Goodhew (resigned 15 May 2023)  
W Grant <sup>1 2</sup>  
S Jones (resigned 15 May 2023)  
S Lerwill (appointed 23 May 2023) <sup>1</sup>  
P Rothwell<sup>1 2</sup> (resigned 15 May 2023)  
R Sharp (appointed 23 May 2023)

*Note. <sup>1</sup> Member of the Finance and General Purposes Committee*

*<sup>2</sup> Member of the Appointments Committee*

**Chair**

S Lerwill

**Chief Executive Officers**

L Bennett

**Company Secretary**

V Roe

**Registered office address:**

Henleaze Business Centre  
Harbury Road  
Bristol  
BS9 4PN

**Independent Auditor:**

Sumer Auditco Limited  
County Gate  
County Way  
Trowbridge  
BA14 7FJ

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**Bankers:**

CAF Bank  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

Barclays Bank UK PLC  
1 Churchill Place  
London  
E14 5HP

COIF Charities Deposit Fund  
Senator House  
85 Queen Victoria Street  
London  
EC4V 4ET

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**TRUSTEES REPORT**

**Trustees' Report**

The Trustees present their report which also incorporates the directors report for the period 1 January 2023 to 31 December 2023.

IDPE is a company limited by guarantee and a registered charity governed by its memorandum and articles. Charity number: 1100927. Company number: 3761777. The directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees. IDPE was registered as a company on 28 April 1999 and as a charity on 27 November 2003.

Legal and administrative information set out on pages 1 and 2 forms part of the report. The accounts comply with current statutory requirements, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

**Objects of the charity**

The objects ("the Objects") of the charity, as laid down in the Memorandum of Association, are to promote education for the benefit of the public by:

- providing training in development, particularly alumni relations and fundraising, relevant to the provision of education
- promoting high standards in development, particularly alumni relations and fundraising, relevant to the provision of education
- providing guidance and support for development, particularly alumni relations and fundraising, relevant to the provision of education
- carrying out research relevant to providing training in development, particularly alumni relations and fundraising, relevant to the provision of education

**Policies adopted to further the objects of the charity**

IDPE aims to enable all schools, from the state and independent sectors, to develop cultures of giving, so that they can provide the best educational experience for young people.

IDPE does this by championing best practice in schools' fundraising and engagement through providing training, guidance, support, benchmarking and partnership work across the schools' sector.

**Structure, governance and management**

IDPE is governed by the Board of Trustees. The list of trustees is set out on page 1 of this report. There are two sub-committees, both of which have established Terms of Reference, approved by the full board:

The Finance and General Purposes Committee: terms of reference state the purpose of this committee is to monitor the charity's financial performance, including the operating account and any designated reserves, and to examine other relevant operational and statutory matters relating to the financial and general management of IDPE.

The Appointments Committee: terms of reference state the purpose of this committee is to review board composition ensuring the skills on the board enable the organisational strategy to be delivered and that any skills/representational or diversity gaps are addressed.

In 2023 the membership approved a change to the constitution which removed the need to hold an AGM. The right to call and hold general meetings remains but the board felt that replacing the AGM with a virtual alternative would make it more accessible to those members who cannot afford to

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attend in person. The membership approved the introduction of an annual members report, which will contain all reports previously presented verbally at the AGM.

As at 31<sup>st</sup> December there are nine permanent employees of the Charity: two are full time and seven are part-time. The day to day management of IDPE is under the direction of the Chief Executive Officer.

IDPE is committed to complying with the Charity Governance Code for smaller charities. Every two years, the IDPE board review governance and organisational practices against the principles laid out in the code and make well-considered decisions about these that can be applied to IDPE. A full report on the review, outcomes and actions is available to charity members by contacting the Company Secretary.

**Methods adopted for recruiting and appointing new trustees**

The Articles of Association of IDPE empower it to have a minimum of five trustees with no maximum specified. The board took the decision that, although there is no maximum stated in the constitution, to ensure the effective operation of the charity, the ideal number of trustees would be 12. Board composition is reviewed annually, along with trustee retirements and the board decide on the number of vacancies to be advertised each year. When places on the board become available, a recruitment campaign will be launched and all members are invited annually to stand for election as a trustee. These nominations are put to the full membership for voting.

A new category of nominated trustee was introduced in 2014 and this person can be anyone qualified to be a trustee whom the board wishes to appoint. They are not elected by the membership, though members must be informed. Their term of office and re-election rules are the same as for a member-elected trustee.

There must always be more member-elected trustees than nominated trustees.

**Constitutional provisions for trustee appointments**

One third (or the number nearest one third) of the Trustees must retire each year, those longest in office retiring first and the choice between any of equal service being made by drawing lots. Current officers include Chair, Deputy Chair, Chair of the Finance and General Purposes Committee. A three-year term is applied to all officer appointments unless it is felt by the board that a longer term is necessary to ensure continuity and consistency. This provision is not within the constitution but is followed in accordance with governance best practice. Trustees must retire from all officer positions when they retire as a trustee.

A new bye law was introduced by the board and communicated to members in 2023 to specify that a trustee must have served a minimum of 2 years on the board before taking on the role of Deputy Chair or Chair. A second bye law was introduced which stated that any trustee can stand as Chair and they do not need to have held any other executive officer position.

A special resolution was passed by members in 2023, changing the constitution to allow the term of office for trustees to be extended to nine years, under exceptional circumstances and if deemed in the best interests of the charity. The board felt that, although the six year term will be a standard, allowing an extension would be beneficial in some circumstances.

In carrying out their duties the Trustees meet at least three times a year and liaise via email between meetings. In accordance with IDPE's governing document, trustee meetings can be held either remotely or face-to-face. Any virtual meeting must enable all trustees to be seen and heard.

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**Policies and procedures adopted for the induction and training of trustees**

On election to the Board all new trustees receive an extensive information pack giving them information on the Charity, its governance, management and policies and the latest available guidance on being a trustee from the Charity Commission. All new trustees attend an introductory briefing with the Chair and Chief Executive Officer before their first Board Meeting. The specific induction training for each trustee varies according to the particular portfolio they are taking on. Where possible, this includes close liaison with the previous incumbent.

**Any other organisations with which IDPE co-operates in pursuit of its charitable objectives**

IDPE actively engages with organisations across both the education and fundraising sectors to champion best practice in schools' fundraising and engagement. IDPE provides a voice for all schools, through working closely with ISC, HMC, AGBIS, ISBA, GSA, AMCIS, SEA, SPA, ISBL, and GSHA within the schools' sector, as well as the Fundraising Regulator and Chartered Institute of Fundraising.

**IDPE membership**

School Membership

This is available to educational institutions and provides access to training and support, benchmarking and resources, for all members of staff involved in professional fundraising and engagement within a school. This class of member has one vote at general meetings by a nominated representative.

Associate

In a few special cases the Board may allow an individual working for a qualifying non-profit organisation or looking to enter the sector, to join as an individual member. Benefits of membership in this category are the same as for an institutional member but this category of membership does not have voting rights at general meetings.

Corporate Membership

Membership of the charity is available to organisations that supply services to the sector and are not eligible to join as an educational institution. These organisations enjoy many of the same benefits as educational institutions such as regular communications (sent to a nominated email address), free resources and training and invitations to attend networking events. In addition, corporate members benefit from additional marketing and promotional opportunities to showcase their product or organisation to the sector.

Corporate members do not have a vote at general meetings and they are not eligible to propose an employee, for example, for election as a Trustee. They do pay an annual membership fee.

IDPE also works with a number of major corporate partners, offering bespoke packages of engagement to these corporate partners in return for sharing their support and expertise with the schools' community.

**Review of activities and future developments**

General Report

2023 has been a great year for the IDPE community. We've continued to provide access to best practice, support and training, with 29 individuals completing our New to development programme, and over 600 attendees at our regional meetings and peer group forums. We've provided members with access to over 40 webinars on a wide variety of topics and enjoyed spending time with 300 school members at our annual conference in May – with 100% of respondents to our conference evaluation saying that they would recommend IDPE's annual conference to a colleague.

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IDPE is a truly member-led organisation. In 2022, we asked members to tell us what they value about their IDPE membership and what else we could offer that would benefit them; feedback from this survey has helped shape our services moving forward.

Alongside our annual webinar programme, regional meetings and peer-to-peer forums for specific types of schools, we have introduced a new data forum to support the sharing of best practice. We have also expanded our support for intermediate and advanced development professionals with a new masterclass series, providing additional in-depth training on specific topics from expert external speakers; and new leadership forums which to date have focused on exploring the impact of the current political, economic and social context on schools' philanthropy and engagement.

Throughout the IDPE 2023 Celebration of Giving in November, we shared success stories, case studies and resources celebrating and demonstrating best practice in schools' development and organised a daily programme of professional development events open to IDPE members and non-members, to support the wider schools' sector.

This year's IDPE development awards saw the introduction of a new award category, the Ambition and Progress Award alongside our Fundraising Campaign and Engagement Campaign of the Year Awards, and we received a record-number of nominations.

We work closely with our 26 corporate members, and continue to explore ways to share their expertise with our members through our webinar programme, thought pieces and speaking opportunities at regional meetings, forums and conferences.

Throughout the year, we are reminded so often of the uniquely collaborative and supportive nature of the IDPE community. Much of the work IDPE does could not be achieved without the valuable efforts and time contributed by our volunteers. We would like to take this opportunity to thank all our volunteers, from our trustees and regional vice presidents to our speakers and chairs, we are extremely grateful to the IDPE community for your continued support and commitment.

In 2024, we will:

- celebrate our 25<sup>th</sup> Anniversary and the impact of schools' development on the lives of young people over the last 25 years.
- develop further bespoke support and professional development opportunities for different groups within the IDPE membership for example different types of school, roles and levels of expertise.
- grow our support for school leaders through the HMC and IDPE Schools Bursaries and Partnerships Conference, and through expanding our fundraising for school leaders programme to support bursars in understanding their role in development.
- evolve our digital strategy, supporting us to work smarter and enhance our member services.
- continue to work across the sector to develop partnerships with associations and corporate partners, and with the support of our most recent benchmarking report, champion best practice in schools' fundraising and engagement.

#### Governance and Constitution

Following a review of board composition and representation, a trustee recruitment campaign was conducted in 2023. Five trustees were appointed by the board in order to ensure an appropriate mix of skills to support the delivery of IDPE's strategic plan. Simon Lerwill, Robin Sharp, Isabelle Balke-James and William Friar were appointed and members approved their appointment at the AGM. Victoria Espley was appointed by the board as a nominated trustee and members were informed of her

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appointment at the AGM. Three trustees retired at the AGM as their term of office had come to an end: Clare Atkinson, Simon Jones and Phillip Rothwell. Two trustees retired early in 2023: David Goodhew and William Ethelston. Finally Mark Fenton & Shaun Fenton retired in early 2024.

Simon Lerwill was appointed Chair Elect and is due to take the role of Chair from May 2024. Simon was eligible to stand for election due to having served on the IDPE board previously. All eligible board members were invited to stand for election and Simon's appointment was approved by the board.

#### Membership Development

IDPE's membership remained strong, with 91% retention and 40 new member schools. At the end of 2023, IDPE's membership was 372 in comparison to 357 member schools in 2022.

#### External Relations

Elevating philanthropy and community engagement in schools has never been more important.

IDPE continues to champion the impact of schools' development through jointly-branded webinars, thought pieces and events with partner associations such as speaking at AGBIS, ISBA, HMC and GSA. In 2024, we will be working with ISBA to launch our new Fundraising for school bursars programme, and with HMC on the School Bursaries and Partnerships Conference.

In IDPE's recent membership survey, IDPE's benchmarking was cited as the most important benefit of IDPE membership with 85% of respondents stating benchmarking was valuable or extremely valuable. IDPE and Gifted Philanthropy carried out a brief benchmarking survey in autumn 2023, to provide development professionals and school leaders with an update on the benchmarking report released earlier in the year, and we continue to share the key messages from these reports across the wider schools' sector.

Finally, we continue to work with the wider fundraising sector to provide a voice for schools' development professionals, including responding on behalf of members to the consultation on the Code of Fundraising Practice.

#### **Financial Report**

The financial results for the year and financial position of the group are shown in the financial statements. 2023 saw the start of spending excess reserves, therefore overall group expenditure has exceeded group income in the year generating a deficit of £3,248 (2022: surplus of £25,611).

#### **Policies**

##### Reserves

IDPE does not hold restricted reserves. All income is used for the operation of the charity. A general reserve is maintained to ensure that the functions of the charity are not hampered by fluctuations in the level of membership or exceptional non-repetitive expenditure and to take advantage of unexpected opportunities that might benefit the membership in terms of additional services offered by the charity.

During the year, the trustees reconsidered the prudent level at which general reserves should be held and decided on a target of reducing reserves to between £120,000 to £170,000. At the end of 2023 reserves of the group were £234,149 (reserves of the charity were £206,513). It is the intention of the trustees that these higher levels of reserves should be reduced slowly over the next few years. As the business grows and adapts to meet the needs of its members, the trustees recognise that further investment in the infrastructure, goods and services provided by IDPE will be necessary.

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Grant Making Policy

The Trustees introduced grants in 2012 giving financial support to those who would benefit but who could not otherwise afford the full cost of the annual conference. The number of bursary places awarded in 2023 was 13 (2022: 7). These were funded through conference sponsorship.

Policy to Manage Risk

The Trustees undertook an annual review of the major risks to which the Charity is exposed, in particular those related to the operations and finances of the Charity, and have adopted the necessary policies to mitigate and monitor these risks. The policies are reviewed on an ongoing informal basis by the trustees and reviewed on a formal basis at the last Board meeting of each year when the Budget for the following year is agreed.

**Public Benefit**

The objects of IDPE are to provide training and to develop and promote best practice in the fields of development, fundraising, engagement, support and management relevant to the provision of education. The membership benefiting from the work of the IDPE is made up of development professionals and individuals such as heads, bursars and governors supporting development, in schools (both independent and state). Through access to this training and promotion of best practice, schools are able to develop better relationships with their supporters and beneficiaries, improving their accountability to them and raising funds efficiently in accordance with the standards laid down by the Fundraising Regulator (of which the IDPE is a member). IDPE supports schools to:

- improve learning environments and resources for pupils
- improve access to independent education for children from disadvantaged backgrounds
- improve mentoring and careers support for young people
- improve partnerships between state and independent schools

Membership fees are kept at a modest level so that every school who is eligible to join is able to do so. We recognise that schools with lower pupil numbers, often have a smaller community base and limited resources and our new, fairer membership model, introduced in 2023, reflects the diversity of schools we support. IDPE works on behalf of all schools to champion the importance of community engagement and philanthropic support so that schools can provide the best educational experience for children and young people. There are no geographical restrictions, and whilst members are predominantly based in the UK, we do have some international schools within the IDPE community.

All Trustees have due regard to the charities commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

**Trustees' responsibilities in relation to the accounts**

The Trustees are responsible for preparing the Annual Report and accounts in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires trustees to prepare accounts that give a true and fair view of the state of the affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so the Trustees are required to:

- select suitable accounting policies and apply them consistently
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the accounts;

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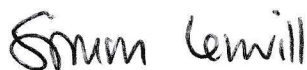
- and prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in business

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with section 386 of the Companies Act 2006. The Trustees are also responsible for taking steps for the prevention and detection of fraud and other irregularities.

Trustees are responsible for approving any salary rises of the senior management team, and the CEO is responsible in consultation with members of the Senior Management Team for approving salaries for all other staff members. When appointing new members of staff, salaries are benchmarked against similar positions across the charitable sector. As part of the staff appraisal process, roles and responsibilities are reviewed. If these are seen to have changed, then these are benchmarked against other similar roles across the charitable sector and any changes to remuneration are carried out with approval by the trustees.

So far as the Trustees are aware, there is no relevant audit information (information needed by the Charity's reporting accountant in connection with preparing their report) of which the Charity's reporting accountant is unaware. In addition, each Trustee has taken all the steps that he/she ought to have taken as a trustee in order to make him/her aware of any relevant information and to establish that the Charity's reporting accountant is aware of that information.

This report, on pages 1 to 8, was approved by the Trustees and was signed on their behalf by:



**Simon Lerwill**  
Chair  
On behalf of the Trustees

4 July 2024

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**Independent Auditor's Report to the Members and Trustees of IDPE**

**Opinion**

We have audited the financial statements of IDPE (the 'parent charitable company') and its subsidiaries (the 'group') for the year ended 31 December 2023 which comprise the consolidated statement of financial activities, the group and parent charitable company balance sheets, the group and parent charitable company cash flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and parent charitable company's affairs as at 31 December 2023, and of the group's incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006 and the Charities Act 2011.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group and parent charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the group's or parent charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

**Other information**

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report<sup>1</sup>, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

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**Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the group and parent charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 and the Charities Act 2011 requires us to report to you if, in our opinion:

- adequate and sufficient accounting records have not been kept by the parent charitable company, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company's financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

**Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement set out on pages 8 and 9, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group's and parent charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the group or the parent charitable company or to cease operations, or have no realistic alternative but to do so.

**Auditor's responsibilities for the audit of the financial statements**

We have been appointed auditor under the Companies Act 2006 and section 151 of the Charities Act 2011 and report in accordance with those Acts.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Based on our understanding of the charitable company and sector, we identified that the principal risks of non-compliance with laws and regulations related company and charity legislation, and we considered the extent to which non-compliance might have a material effect on the financial statements of the charitable company. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Charities Statement of Recommended Practice and the Companies Act 2006. We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls), and determined that the principal risks were related to potential lack of segregation of duties, bookkeeping errors and management bias in accounting estimates and judgemental areas of the financial statements. Audit procedures performed by the audit engagement team included:

- Enquiry of management and those charged with governance about any known or suspected instances of non-compliance with laws and regulations and fraud;
- Reviewing minutes of meetings of those charged with governance and any correspondence with The Charity Commission;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing analytical procedures to identify any unusual or unexpected relationship that might indicate a risk of material misstatement due to fraud;
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias.


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There are inherent limitations in the audit procedures described above and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we would become aware of it. Also, the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

**Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the charitable company's trustees, as a body, in accordance with [Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's members and its trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



James Gare (Senior Statutory Auditor)  
For and on behalf of Sumer Auditco Limited  
Statutory Auditor  
Chartered Accountants  
County Gate  
County Way  
Trowbridge  
Wiltshire  
BA14 7FJ

23 July 2024

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**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME & EXPENDITURE  
ACCOUNT)**

	Notes	2023	2022
		£	£
<b>Income and Endowments from:</b>			
Other trading activities	2	71,870	94,176
Investments		2,466	604
Donations and legacies		-	-
Charitable activities	3	437,466	416,787
		511,802	511,567
<b>Expenditure</b>			
Raising Funds	4	29,083	24,839
Charitable Activities	5	498,304	457,767
		527,387	482,606
Net gains (losses) on investments		12,337	(3,350)
<b>Net Movement in Funds</b>		(3,248)	25,611
<b>Reconciliation of funds:</b>			
Total funds brought forward		237,397	211,786
Total funds carried forward		234,149	237,397

The statement of financial activities includes all gains and losses for the period.  
All incoming resources and resources expended derive from continuing activities.  
The notes are set out on pages 17 to 25.

**IDPE  
REPORT AND CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2023  
BALANCE SHEET- GROUP**

	Notes	2023 £	2022 £
<b>Fixed Assets</b>			
Intangible assets	8	7,350	9,810
Tangible assets	8	6,023	4,444
Investments	8	108,987	96,650
<b>Current Assets</b>			
Debtors	9	128,753	130,345
Cash at bank:		281,635	234,172
<b>Total Current Assets</b>		410,388	364,517
<b>Liabilities</b>			
Creditors: Amounts falling due within 1 year	10	298,599	238,024
<b>Net Current Assets</b>		111,789	126,493
<b>Total Net Assets</b>		<u>234,149</u>	<u>237,397</u>
<b>Funded by:</b>			
<b>Unrestricted Funds</b>			
Designated Funds	11	89,149	-
General Funds		<u>145,000</u>	<u>237,397</u>
<b>Total Funds</b>		<u>234,149</u>	<u>237,397</u>

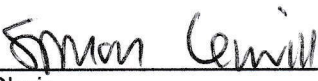
There are no restricted funds.

The notes are set out on pages 17 to 25


The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The accounts were approved and authorised for issue by the Trustees and signed on their behalf by:

  
Chair  
Simon Lerwill

Date: 4/7/24

  
Chair of Finance and General Purposes Committee  
Wendy Grant

Date: 4/7/24

**IDPE  
REPORT AND CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2023  
BALANCE SHEET- CHARITY**

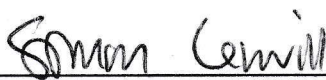
	Notes	2023 £	2022 £
<b>Fixed Assets</b>			
Intangible assets	8	7,350	9,810
Tangible assets	8	6,023	4,444
Investments	8	108,988	96,651
<b>Current Assets</b>			
Debtors	9	127,582	142,948
Cash in hand		254,014	177,500
<b>Total Current Assets</b>		381,596	320,448
<b>Liabilities</b>			
Creditors: Amounts falling due within 1 year	10	297,444	238,519
<b>Net Current Assets</b>		84,152	81,929
<b>Total Net Assets</b>		<u>206,513</u>	<u>192,834</u>
<b>Funds of the charity:</b>			
<b>Unrestricted Funds</b>			
Designated Funds	11	89,149	-
General Funds		<u>117,364</u>	<u>192,834</u>
<b>Total Funds</b>		<u>206,513</u>	<u>192,834</u>

There are no restricted funds.  
The notes are set out on pages 17 to 25

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The accounts were approved and authorised for issue by the Trustees and signed on their behalf by:

  
\_\_\_\_\_  
Chair  
Simon Lerwill

Date: 4/7/24

  
\_\_\_\_\_  
Chair of Finance and General Purposes Committee  
Wendy Grant

Date: 4/7/24

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

**STATEMENT OF CASH FLOWS AND CONSOLIDATED STATEMENT OF CASH FLOWS**

	<b>Group 2023 £</b>	<b>Charity 2023 £</b>	<b>Group 2022 £</b>	<b>Charity 2022 £</b>
<b>Cash flow from operating activities</b>	48,518	77,569	7,987	(10,626)
Interest paid	-	-	-	-
<b>Net cash flow from operating activities</b>	<b>48,518</b>	<b>77,569</b>	<b>7,987</b>	<b>(10,626)</b>
<b>Cash flow from investing activities</b>				
Proceeds from sale tangible fixed assets	-	-	-	-
Payments to acquire investments	(3,521)	(3,521)	(108,287)	(108,287)
Interest received	2,466	2,466	604	604
<b>Net cash flow from investing activities</b>	<b>(1,055)</b>	<b>(1,055)</b>	<b>(107,684)</b>	<b>(107,684)</b>
<b>Net increase in cash and cash equivalents</b>	<b>47,463</b>	<b>76,514</b>	<b>99,696</b>	<b>(118,309)</b>
<b>Cash and cash equivalents at 1<sup>st</sup> January 2023</b>	<b>234,172</b>	<b>177,500</b>	<b>333,869</b>	<b>295,809</b>
<b>Cash and cash equivalents at 31<sup>st</sup> December 2023</b>	<b>281,635</b>	<b>254,014</b>	<b>234,172</b>	<b>177,500</b>
<b>Cash and cash equivalents consists of:</b>				
Cash at bank and in hand	281,635	254,014	234,172	177,500
<b>Cash and cash equivalents at 31<sup>st</sup> December 2023</b>	<b>281,635</b>	<b>254,014</b>	<b>234,172</b>	<b>177,500</b>

**Reconciliation of net income to net cash flow from operating activities**

	<b>2023 Group £</b>	<b>2023 Charity £</b>	<b>2022 Group £</b>	<b>2022 Charity £</b>
Net income for year	(3,248)	13,679	25,611	20,196
Depreciation of tangible fixed assets	3,795	3,795	2,896	2,896
Net (gain) loss on investments	(12,337)	(12,337)	3,350	3,350
Loss on sale of fixed assets	607	607	-	-
Interest receivable	(2,466)	(2,466)	(604)	(604)
(Increase) / decrease in debtors	1,592	15,366	2,788	(10,904)
Increase / (decrease) in creditors	60,575	58,925	(26,054)	(25,559)
<b>Net cash flow from operating activities</b>	<b>48,518</b>	<b>77,569</b>	<b>7,987</b>	<b>(10,626)</b>

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS CONTINUED...**

## **1. ACCOUNTING POLICIES**

### **General**

#### **Basis of Accounting**

The charity constitutes a public benefit entity as defined by FRS102. These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts and in accordance with the with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

#### **Legal Status of the Charity**

IDPE is a private limited company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found on the company information page. The presentational currency of the accounts is pound sterling.

#### **Incoming Resources**

Subscriptions, charges and interest income are accounted for on a receivable basis. Monies received in advance are accounted for in the appropriate accounting period.

#### **Resources Expended**

All expenditure and liabilities incurred in the financial year are accounted for in that year.

Support costs comprise those costs incurred by the Main Office in Bath including Trustees expenses. Support costs are apportioned 5% to the cost of generating funds, and 95% to charitable activities. This is based on an estimated allocation of time.

Trustees are responsible for approving any salary rises of the senior management team, and the CEO is responsible in consultation with members of the Senior Management Team for approving salaries for all other staff members. Periodically an external review of staff and their hours and salaries is carried out with approval by the Trustees.

#### **Fixed assets**

Identifiable development expenditure is capitalised as an intangible asset to the extent that the technical, commercial and financial feasibility can be demonstrated.

Tangible and Intangible fixed assets are stated at cost less depreciation and amortisation. Capital expenditure is deemed to be items purchased at £500 or over, that have a useful life of more than one year. Depreciation and Amortisation are provided at rates calculated to write off the cost of the assets, less their estimated residual value, over their expected useful lives on the following bases:

Fixtures, fittings, and equipment – 4 – 5 years straight line basis

Website Development – 5 years straight line basis

Investments are measured at fair value with changes recognised in 'net gains / (losses) on investments' in the Statement of Financial Activities.

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS CONTINUED...**

**Debtors**

Trade and other debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid.

**Cash**

Cash at bank includes short term highly liquid investments with a short maturity of three months or less.

**Creditors**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount.

**Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**Charitable activities**

IDPE arranges collaborative events, such as a Schools Bursaries Conference every other year, with other organisations. In some instances IDPE takes overall responsibility for all income and expenditure for such an event, and the profit is shared between the collaborating organisations. As financial responsibility changes from year to year between organisations, these accounts and comparative figures have been compiled showing the overall profit figure earned by IDPE at such events to ensure year on year comparatives are meaningful, regardless of which organisation manages the income and expenditure accounting.

**Group financial statements**

These group financial statements consolidate the results of the charity and its wholly-owned subsidiary IDPE (Trading) Limited, both of which make up their financial statements to 31 December. A separate statement of financial activities, or income and expenditure account, for the charity itself is not presented because the charity has taken advantage of the exemptions afforded by Section 408 of the Companies Act 2006.

**Funds**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

**Going Concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS CONTINUED...**

**2. Income from Trading subsidiary**

The wholly-owned trading subsidiary, IDPE (trading) limited, company number 11073956, which is incorporated in the United Kingdom, pays all its taxable profits to the charity by Gift Aid. IDPE (trading) Limited provides job advertising. The charity owns the entire issued share capital of 1 ordinary share of £1. A summary of the trading results as recorded in that company's statutory accounts (therefore, gross of all intra-group transactions) is shown below:-

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Turnover and interest receivable</b>		
Job Advertising	71,870	94,176
<b>Cost of sales and administrative expenses</b>	(9,234)	(9,613)
Profit for the period	<u>62,636</u>	<u>84,563</u>

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Current Assets</b>		
Debtors	5,276	7,218
Cash at bank	<u>27,621</u>	<u>56,672</u>
	32,897	63,890
<b>Creditors</b>		
Amounts falling due within one year	<u>5,259</u>	<u>19,326</u>
<b>Net Current Assets</b>	<u>27,638</u>	<u>44,564</u>
<b>Total Assets less Current Liabilities</b>	<u>27,638</u>	<u>44,564</u>
<b>Capital and Reserves</b>		
Called up share capital	1	1
Retained earnings	<u>27,637</u>	<u>44,563</u>
	<u>27,638</u>	<u>44,564</u>

**3. Income from charitable activities is broken down as follows:**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Conferences and seminars	222,051	188,777
Membership	210,915	227,790
Book sales	<u>4,500</u>	<u>220</u>
	<u>437,466</u>	<u>416,787</u>

- 4.** Costs of generating funds is 5% of the total direct and support costs borne by the main account together with trading subsidiary operations.

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS CONTINUED...**

**5. Costs of Charitable Activities - Group**

	<i>Direct costs</i>	<i>Support Costs</i>	<i>Total 2023</i>	<i>Total 2022</i>
	£	£	£	£
Events and materials	121,584	-	121,584	129,121
Support to members	-	376,721	376,721	328,646
	<u>121,584</u>	<u>376,721</u>	<u>498,304</u>	<u>457,767</u>

	<i>Direct Costs</i>	<i>Support Costs</i>	<i>Total 2022</i>
	£	£	£
Events and materials	129,121	-	129,121
Support to members	-	328,646	328,646
	<u>129,121</u>	<u>328,646</u>	<u>457,767</u>

Support costs allocated to charitable activities

	<b>2023</b>	<b>2022</b>
	£	£
Staff costs	275,283	255,791
Office costs	24,147	15,332
Premises costs	5,226	8,030
Admin expenses	19,593	22,542
Marketing and PR	2,095	1,969
Unclaimable VAT	27,795	17,843
Legal & professional costs	22,582	7,139
Sundry charitable expenditure	-	-
	<u>376,721</u>	<u>328,646</u>

**6. Staff costs**

	<b>2023</b>	<b>2022</b>
	£	£
Salaries and wages	251,909	234,411
Social security costs	18,075	17,600
Pension costs	19,788	17,242
Total	<u>289,772</u>	<u>269,254</u>

No employee earned more than £60,000. Average number of full time equivalent employees employed during the year was 6.4 (2 full time employees and 6 part-time) (2022: 6.4 full time equivalents). Of these two were employed on fundraising, two on governance and finance and the others on charitable activities. Key management personnel comprised the CEO, the Finance Director and the COO – all of whom are part-time. Their total combined salaries were £152,153 (2022: £137,583).

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS CONTINUED...**

**7. Group- Net movement in funds is after charging:**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Audit Fees – current year	5,900	5,345
Audit Fees – under/over previous year	(5)	730
Lease Costs	5,820	9,145
Depreciation	3,795	2,896
	<u>15,510</u>	<u>18,116</u>

**8. Fixed Assets- Charity and Group**

	<b>Tangible fixed assets</b>	<b>Intangible fixed assets</b>	
	<b>Fixtures, fittings and equipment</b>	<b>Website Development</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
At 1.1.23	11,380	12,300	23,680
Additions	3,521	-	3,521
Disposals	(7,152)	-	(7,152)
At 31.12.23	<u>7,749</u>	<u>12,300</u>	<u>20,049</u>
At 1.1.23	6,936	2,490	9,426
Depreciation	1,335	2,460	3,795
Disposals	(6,545)	-	(6,545)
At 31.12.23	<u>1,726</u>	<u>4,950</u>	<u>6,676</u>
Net book value at 1.1.23	<u>4,444</u>	<u>9,810</u>	<u>14,254</u>
Net book value at 31.12.23	<u>6,023</u>	<u>7,350</u>	<u>13,373</u>

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS CONTINUED...**

**Fixed Asset Investments – Charity and Group**

	Listed Investments	Other Investments	Total
	(Charity only)		
Cost or valuation	£	£	£
At 1.1.23	96,650	1	96,651
Additions	-	-	-
Disposals	-	-	-
Revaluation	12,337	-	12,337
At 31.12.23	108,987	1	108,988
Impairment			
At 1.1.23	-	-	-
Written off	-	-	-
Written back	-	-	-
Disposals	-	-	-
At 31.12.23	-	-	-
Carrying amount at 1.1.23	96,650	1	96,651
Carrying amount at 31.12.23	108,987	1	108,988
Investments at fair value comprise:			
	<b>2023</b>	<b>2022</b>	
	<b>£</b>	<b>£</b>	
Equities	108,988	96,651	
Securities	-	-	
Cash within investment portfolio	-	-	
	108,988	96,651	

The other investment represents shares held in IDPE (Trading) Limited (company number 11073956) which is a wholly owned subsidiary. The company was incorporated on 21 November 2017 and started trading on 1 January 2018.

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS CONTINUED...**

**9 Debtors:**

	<b>2023 Group £</b>	<b>2023 Charity £</b>	<b>2022 Group £</b>	<b>2022 Charity £</b>
Trade Debtors	76,161	71,882	90,011	83,288
Intercompany IDPE Trading Ltd	-	4,103	-	19,326
Prepayments and accrued income	51,597	51,597	40,334	40,334
Other debtors	995	-	-	-
	<u>128,753</u>	<u>127,582</u>	<u>130,345</u>	<u>142,948</u>

**10 Creditors:**

	<b>2023 Group £</b>	<b>2023 Charity £</b>	<b>2022 Group £</b>	<b>2022 Charity £</b>
Trade Creditors	4,536	4,536	5,106	5,106
Intercompany IDPE Trading Ltd	-	-	-	495
Deferred income	279,951	279,951	218,396	218,396
Accruals	8,054	6,900	8,644	8,644
Tax & Security Costs	4,711	4,710	5,879	5,879
Other creditors	1,347	1,347	-	-
	<u>298,599</u>	<u>297,444</u>	<u>238,024</u>	<u>238,519</u>

Deferred income comprises of advance receipts for 2024 membership subscriptions, 2024 training event attendance and 2024 IDPE annual conference income.

**11 Statement of funds:**

**Group**

	<b>Bought Forward £</b>	<b>Incoming Resources £</b>	<b>Resources Expensed £</b>	<b>Transfers £</b>	<b>Carried Forward £</b>
Designated Funds	-	-	(15,851)	105,000	89,149
General Funds	237,397	12,603	-	(105,000)	145,000
	<u>237,397</u>	<u>12,603</u>	<u>(15,851)</u>	<u>-</u>	<u>234,149</u>

**Charity**

	<b>Bought Forward £</b>	<b>Incoming Resources £</b>	<b>Resources Expensed £</b>	<b>Transfers £</b>	<b>Carried Forward £</b>
Designated Funds	-	-	(15,851)	105,000	89,149
General Funds	192,834	29,530	-	(105,000)	117,364
	<u>192,834</u>	<u>29,530</u>	<u>(15,851)</u>	<u>-</u>	<u>206,513</u>

During the year the Trustees agreed to designate some unrestricted funds into a charity development fund, which will be used across a number of projects over the coming years designed to improve our digital platform and further our charitable aims.

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS CONTINUED...**

**12 Financial instruments**

The carrying amount of the financial instruments are as follows:

<b>Group</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Financial assets</b>		
Debt instruments measured at amortised cost:		
- Trade debtors (note 9)	76,161	90,011
Equity instruments measured at amortised cost less impairment:		
- Fixed asset listed investments (note 8)	108,987	96,650
<b>Financial liabilities</b>		
Measured at amortised cost:		
- Trade creditors (note 10)	4,536	5,106
<b>Charity</b>		
	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Financial assets</b>		
Debt instruments measured at amortised cost:		
- Trade debtors (note 9)	71,882	83,288
- Amounts owed from group undertakings (note 9)	4,103	19,326
	<u>75,985</u>	<u>102,614</u>
Equity instruments measured at amortised cost less impairment:		
- Fixed asset investments (note 8)	108,988	96,651
<b>Financial liabilities</b>		
Measured at amortised cost:		
- Trade creditors (note 10)	4,536	5,106
- Amounts owed to group undertakings (note 10)	-	495
	<u>4,536</u>	<u>5,601</u>

**13 Related party transactions**

The charity has taken advantage of the exemption, under the terms of Financial Reporting Standard 102 'The Finance Reporting Standard applicable in the UK and Republic of Ireland', not to disclose related party transactions with wholly owned subsidiaries within the group.

Trustees only received payment of expenses for actual expenditure necessarily incurred whilst they were carrying out their function as trustees of the charity. No trustee received remuneration or other benefit from their work with the charity. In 2023 no related party transactions were reported.

Travel and subsistence costs of £1,125 (2022: £571) were reimbursed to trustees or paid directly to third parties on their behalf.

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS CONTINUED...**

**14 Operating Lease Commitments**

The following operating lease commitments reported as at 31 December 2023 were as follows:

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Within the year	345	6,198
Between 2 and 5 years	-	381
More than five years	-	-
	<u>345</u>	<u>6,579</u>

Lease costs in the year were £5,820 (2022: £9,145).

**15 Ultimate Controlling Party**

The Trustees consider that the charity is jointly controlled by the trustees and that there is no ultimate controlling party.

**IDPE**

England & Wales - Charity number 1100927

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# Accounts

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**GROUP AND SUBSIDIARY  
ANNUAL REPORT AND CONSOLIDATED ACCOUNTS FOR THE PERIOD**

**1 JANUARY 2022 TO 31 DECEMBER 2022**

**Charity Registration Number: 1100927**

**Company Registration Number: 3761777**

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

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**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

**Legal and Administrative Information**

**Trustees**

P Anderson (appointed 20 June 2022)  
C Atkinson<sup>1 2</sup>  
S Baker  
P Britton<sup>1 2</sup>  
M Bushell (appointed 20 June 2022)  
W Ethelston (resigned 27 January 2023)<sup>1</sup>  
M Fenton  
S Fenton<sup>2</sup>  
R Gaston  
D Goodhew  
W Grant<sup>1 2</sup>  
K Hartshorn (resigned 20 June 2022)<sup>2</sup>  
S Jones  
P Rothwell<sup>1 2</sup>

*Note.* <sup>1</sup> Member of the Finance and General Purposes Committee

<sup>2</sup> Member of the Appointments Committee

**Chair**

P Britton

**Chief Executive Officers**

L Bennett

**Company Secretary**

V Roe

**Registered office address:**

Kelston Park  
Bath  
BA1 9AE

**Independent Auditor:**

Sumer Audit  
Fortescue House  
Court Street  
Trowbridge  
BA14 8FA

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

**Bankers:**

CAF Bank  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

Barclays Bank UK PLC  
1 Churchill Place  
London  
E14 5HP

COIF Charities Deposit Fund  
Senator House  
85 Queen Victoria Street  
London  
EC4V 4ET

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**TRUSTEES REPORT**

**Trustees' Report**

The Trustees present their report which also incorporates the directors report for the period 1 January 2022 to 31 December 2022.

IDPE is a company limited by guarantee and a registered charity governed by its memorandum and articles. Charity number: 1100927. Company number: 3761777. The directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees. IDPE was registered as a company on 28 April 1999 and as a charity on 27 November 2003.

Legal and administrative information set out on pages 1 and 2 forms part of the report. The accounts comply with current statutory requirements, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

**Objects of the charity**

The objects ("the Objects") of the charity, as laid down in the Memorandum of Association, are to promote education for the benefit of the public by:

- providing training in development, particularly alumni relations and fundraising, relevant to the provision of education
- promoting high standards in development, particularly alumni relations and fundraising, relevant to the provision of education
- providing guidance and support for development, particularly alumni relations and fundraising, relevant to the provision of education
- carrying out research relevant to providing training in development, particularly alumni relations and fundraising, relevant to the provision of education

**Policies adopted to further the objects of the charity**

IDPE aims to enable all schools, from the state and independent sectors, to develop cultures of giving, so that they can provide the best educational experience for young people.

IDPE does this by championing best practice in schools' fundraising and engagement through providing training, guidance, support, benchmarking and partnership work across the schools' sector.

**Structure, governance and management**

IDPE is governed by the Board of Trustees. The list of trustees is set out on page 1 of this report. There are two sub-committees, both of which have established Terms of Reference, approved by the full board:

The Finance and General Purposes Committee: terms of reference state the purpose of this committee is to monitor the charity's financial performance, including the operating account and any designated reserves, and to examine other relevant operational and statutory matters relating to the financial and general management of IDPE.

The Appointments Committee: terms of reference state the purpose of this committee is to review board composition ensuring the skills on the board enable the organisational strategy to be delivered and that any skills/representational or diversity gaps are addressed.

As at 31<sup>st</sup> December there are eight permanent employees of the Charity: two are full time and six are part-time. The day to day management of IDPE is under the direction of the Chief Executive Officer.

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IDPE is committed to complying with the Charity Governance Code for smaller charities. Every two years, the IDPE board review governance and organisational practices against the principles laid out in the code and make well-considered decisions about these that can be applied to IDPE. A full report on the review, outcomes and actions is available to charity members by contacting the Company Secretary.

**Methods adopted for recruiting and appointing new trustees**

The Articles of Association of IDPE empower it to have a minimum of five trustees with no maximum specified. All members are invited annually to stand for election as a trustee. These nominations are put to the full membership for voting at the AGM.

A new category of nominated trustee was introduced in 2014 and this person can be anyone qualified to be a trustee whom the board wishes to appoint. They are not elected at the AGM, though members must be informed. They also can serve for a maximum of six years but have to be elected again after three.

There must always be more member-elected trustees than nominated trustees.

**Constitutional provisions for trustee appointments**

One third (or the number nearest one third) of the Trustees must retire at each AGM, those longest in office retiring first and the choice between any of equal service being made by drawing lots. Each trustee may serve for up to six years and may be elected by the board to act as an officer of the Institute. Current officers include Chair, two Deputy Chairs, Chair of the Finance and General Purposes Committee and Chair of the Appointments Committee. A three-year term is applied to all officer appointments unless it is felt by the board that a longer term is necessary to ensure continuity and consistency. This provision is not within the constitution but is followed in accordance with governance best practice. Trustees must retire from all officer positions when they retire as a trustee.

In carrying out their duties the Trustees meet at least three times a year and liaise via email between meetings. In accordance with IDPE's governing document, trustee meetings can be held either remotely or face-to-face. Any virtual meeting must enable all trustees to be seen and heard.

**Policies and procedures adopted for the induction and training of trustees**

On election to the Board all new trustees receive an extensive information pack giving them information on the Charity, its governance, management and policies and the latest available guidance on being a trustee from the Charity Commission. All new trustees attend an introductory briefing with the Chair and Chief Executive Officer before their first Board Meeting. The specific induction training for each trustee varies according to the particular portfolio they are taking on. Where possible, this includes close liaison with the previous incumbent.

**Any other organisations with which IDPE co-operates in pursuit of its charitable objectives**

IDPE actively engages with organisations across both the education and fundraising sectors to champion best practice in schools' fundraising and engagement. IDPE provides a voice for all schools, through working closely with ISC, HMC, AGBIS, ISBA, GSA, AMCIS, ISBL, and GSHA within the schools' sector, as well as the Fundraising Regulator and Chartered Institute of Fundraising.

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## **IDPE membership**

### School Membership

This is available to educational institutions and provides access to training and support, benchmarking and resources, for all members of staff involved in professional fundraising and engagement within a school. This class of member has one vote at general meetings by a nominated representative.

### Associate

In a few special cases the Board may allow an individual working for a qualifying non-profit organisation or looking to enter the sector, to join as an individual member. Benefits of membership in this category are the same as for an institutional member but this category of membership does not have voting rights at general meetings.

### Corporate Membership

Membership of the charity is available to organisations that supply services to the sector and are not eligible to join as an educational institution. These organisations enjoy many of the same benefits as educational institutions such as regular communications (sent to a nominated email address), free resources and training and invitations to attend networking events. In addition, corporate members benefit from additional marketing and promotional opportunities to showcase their product or organisation to the sector.

Corporate members do not have a vote at general meetings and they are not eligible to propose an employee, for example, for election as a Trustee. They do pay an annual membership fee.

IDPE also works with a number of major corporate partners, offering bespoke packages of engagement to these corporate partners in return for sharing their support and expertise with the schools' community.

## **Review of activities and future developments**

### General Report

We continue to support our members by offering a range of accessible training and support from our annual webinar programme and specialist forums to our termly regional meetings and the growing number of resources within our members' resource library, providing accessible training and support for our members. We have also continued to grow our support for schools and individuals new to development, with our New to development programme, providing an introduction to all aspects of professional fundraising and engagement in schools; our Fundraising for school leaders programme, designed to fast-track heads to set up and lead effective professional fundraising programmes; and our free State school fundraising toolkit, providing guidance to state schools starting out on their development journey.

In January 2022, 170 delegates joined us for the fifth School Bursaries and Partnerships Conference, delivered in partnership with HMC and AGBIS, to empower schools to advance their bursary and partnership programmes. The IDPE 2022 Annual Conference offered both a two-day in-person event and a two-day virtual event, with a range of sessions sharing emerging best practice and the latest innovations from across the sector. Over 500 delegates joined us across the four days, and 96% of respondents to our evaluation said that they would recommend IDPE's annual conference to a colleague.

We held our second Celebration of Giving Week in November 2022, offering an opportunity to share best practice and celebrate philanthropy and engagement in schools, and re-launched our

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Development Awards, offering the opportunity for schools to showcase and be recognised for, their innovation and creativity in schools' development.

We continue to work closely with our 26 corporate members, and following feedback, have evolved our membership scheme, to offer further opportunities for corporate members to share their expertise, and increase value for our member schools.

Much of the work IDPE does could not have been achieved without the valuable efforts and time contributed by our volunteers. In addition to the regional volunteers and trustees, other volunteers give their time and expertise throughout the year, speaking at events, mentoring those newer to the profession, and acting as ambassadors for IDPE. We would like to take this opportunity to thank the IDPE community for their continued support and commitment.

2022 saw the introduction of a new membership model to address the changing landscape in the schools' sector, and as we look to the future, we want to broaden our membership base, and to provide relevant and tailored membership journeys and professional development, for the different schools we support. In 2023, we will:

- develop support and professional development opportunities for advanced development practitioners
- grow our support for school leaders through expanding our fundraising for school leaders programme to support bursars in understanding their role in development
- evolve our digital strategy, supporting us to work smarter and enhancing our member services
- continue to work across the sector to develop partnerships with associations and corporate partners, and with the support of our most recent benchmarking report, champion best practice in schools' fundraising and engagement

#### Governance and Constitution

Following a review of board composition and representation, a trustee recruitment campaign was conducted in 2022. Two trustees were appointed by the board in order to ensure an appropriate mix of skills to support the delivery of IDPE's strategic plan. Peter Anderson and Melanie Bushell were appointed and members approved their appointment at the AGM. One trustee retired at the AGM: Karen Hartshorn.

#### Membership Development

IDPE's membership remained strong, with 92% retention and 19 new member schools. At the end of 2022, IDPE's membership was 357 in comparison to 367 member schools in 2021.

#### External Relations

IDPE continues to champion the impact of schools' development through our partnerships with a number of schools' associations including AGBIS, ISBA, HMC and GSA on jointly-branded webinars, thought pieces and events, such as the School Bursaries and Partnerships Conference. We are also increasingly being offered the opportunity to provide speakers to support the professional development of school leaders, such as ISBL's regional meetings and HMC and GSA's inductions for Heads.

In 2023, we will look to grow this engagement with the wider schools' sector and through sharing the key messages and best practice from our latest benchmarking report, continue to champion schools' development. We will build on the success of the Fundraising for school leaders programme, by working with ISBA to adapt the programme to deliver similar training to bursars as well as to Heads.

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**Financial Report**

The financial results for the year and financial position of the group are shown in the financial statements. Overall group income has exceeded group expenditure generating a surplus of £25,611 (2021: £30,615).

**Policies**

Reserves

IDPE does not hold restricted reserves. All income is used for the operation of the charity. A general reserve is maintained to ensure that the functions of the charity are not hampered by fluctuations in the level of membership or exceptional non-repetitive expenditure and to take advantage of unexpected opportunities that might benefit the membership in terms of additional services offered by the charity.

The trustees reconsidered the prudent level at which general reserves should be held back in 2012 and decided on a longer-term target equal to 30% of typical expenditure over a year. At the end of 2022 reserves of the group were £237,396 (reserves of the charity were £192,834), this equates to 49% of typical expenditure over a year. It is the intention of the trustees that these higher levels of reserves should remain the longer-term target, but carefully managed to provide future growth potential for IDPE. As the business grows and adapts to meet the needs of its members, the trustees recognise that further investment in the infrastructure, goods and services provided by IDPE will be necessary.

Grant Making Policy

The Trustees introduced grants in 2012 giving financial support to those who would benefit but who could not otherwise afford the full cost of the annual conference. The number of bursary places awarded in 2022 was 7. These were funded through conference sponsorship.

Policy to Manage Risk

The Trustees undertook an annual review of the major risks to which the Charity is exposed, in particular those related to the operations and finances of the Charity, and have adopted the necessary policies to mitigate and monitor these risks. The policies are reviewed on an ongoing informal basis by the trustees and reviewed on a formal basis at the last Board meeting of each year when the Budget for the following year is agreed.

**Public Benefit**

The objects of IDPE are to provide training and to develop and promote best practice in the fields of development, fundraising, engagement, support and management relevant to the provision of education. The membership benefiting from the work of the IDPE is made up of development professionals and individuals such as heads, bursars and governors supporting development, in schools (both independent and state). Through access to this training and promotion of best practice, schools are able to develop better relationships with their supporters and beneficiaries, improving their accountability to them and raising funds efficiently in accordance with the standards laid down by the Fundraising Regulator (of which the IDPE is a member). IDPE supports schools to:

- improve learning environments and resources for pupils
- improve access to independent education for children from disadvantaged backgrounds
- improve mentoring and careers support for young people
- improve partnerships between state and independent schools

Membership fees are kept at a modest level so that every school who is eligible to join is able to do so. We recognise that schools with lower pupil numbers, often have a smaller community base and limited

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resources therefore from January 2023 we will be introducing a new, fairer membership model to better reflect the different schools we support. IDPE works on behalf of all schools to champion the importance of community engagement and philanthropic support so that schools can provide the best educational experience for children and young people. There are no geographical restrictions, and whilst members are predominantly based in the UK, we do have some international schools within the IDPE community.

All Trustees have due regard to the charities commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

**Trustees' responsibilities in relation to the accounts**

The Trustees are responsible for preparing the Annual Report and accounts in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires trustees to prepare accounts that give a true and fair view of the state of the affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so the Trustees are required to:

- select suitable accounting policies and apply them consistently
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the accounts;
- and prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in business

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with section 386 of the Companies Act 2006. The Trustees are also responsible for taking steps for the prevention and detection of fraud and other irregularities.

Trustees are responsible for approving any salary rises of the senior management team, and the CEO is responsible in consultation with members of the Senior Management Team for approving salaries for all other staff members. When appointing new members of staff, salaries are benchmarked against similar positions across the charitable sector. As part of the staff appraisal process, roles and responsibilities are reviewed. If these are seen to have changed, then these are benchmarked against other similar roles across the charitable sector and any changes to remuneration are carried out with approval by the trustees.

So far as the Trustees are aware, there is no relevant audit information (information needed by the Charity's reporting accountant in connection with preparing their report) of which the Charity's reporting accountant is unaware. In addition, each Trustee has taken all the steps that he/she ought to have taken as a trustee in order to make him/her aware of any relevant information and to establish that the Charity's reporting accountant is aware of that information.

This report, on pages 1 to 8, was approved by the Trustees and was signed on their behalf by:

*Philip Britton*

Jun 21, 2023

**Philip Britton**

Chair

On behalf of the Trustees

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**Independent Auditor's Report to the Members and Trustees of IDPE**

**Opinion**

We have audited the financial statements of IDPE (the 'parent charitable company') and its subsidiaries (the 'group') for the year ended 31 December 2022 which comprise the consolidated statement of financial activities, the group and parent charitable company balance sheets, the group and parent charitable company cash flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and parent charitable company's affairs as at 31 December 2022, and of the group's incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006 and the Charities Act 2011.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group and parent charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the group's or parent charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

**Other information**

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report<sup>1</sup>, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

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**Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the group and parent charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 and the Charities Act 2011 requires us to report to you if, in our opinion:

- adequate and sufficient accounting records have not been kept by the parent charitable company, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company's financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

**Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement set out on page 9, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group's and parent charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the group or the parent charitable company or to cease operations, or have no realistic alternative but to do so.

**Auditor's responsibilities for the audit of the financial statements**

We have been appointed auditor under the Companies Act 2006 and section 151 of the Charities Act 2011 and report in accordance with those Acts.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Based on our understanding of the charitable company and sector, we identified that the principal risks of non-compliance with laws and regulations related company and charity legislation, and we considered the extent to which non-compliance might have a material effect on the financial statements of the charitable company. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Charities Statement of Recommended Practice and the Companies Act 2006. We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls), and determined that the principal risks were related to potential lack of segregation of duties, bookkeeping errors and management bias in accounting estimates and judgemental areas of the financial statements. Audit procedures performed by the audit engagement team included:

- Enquiry of management and those charged with governance about any known or suspected instances of non-compliance with laws and regulations and fraud;
- Reviewing minutes of meetings of those charged with governance and any correspondence with The Charity Commission;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing analytical procedures to identify any unusual or unexpected relationship that might indicate a risk of material misstatement due to fraud;
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias.

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There are inherent limitations in the audit procedures described above and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we would become aware of it. Also, the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

**Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the charitable company's trustees, as a body, in accordance with [Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's members and its trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

James Gare (Senior Statutory Auditor)  
For and on behalf of Sumer Audit  
Statutory Auditor  
Chartered Accountants  
Fortescue House  
Court Street  
Trowbridge  
Wiltshire  
BA14 8FA

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**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME & EXPENDITURE ACCOUNT)**

	Notes	2022	2021
		£	£
<b>Income and Endowments from:</b>			
Other trading activities	2	94,176	67,580
Investments		604	6
Donations and legacies		-	-
Charitable activities	3	416,787	299,237
		<hr/>	<hr/>
<b>Total Income</b>		511,567	366,823
<b>Expenditure</b>			
Raising Funds	4	24,839	18,138
Charitable Activities	5	457,767	318,070
		<hr/>	<hr/>
<b>Total Expenditure</b>		482,606	336,208
Net gains (losses) on investments		(3,350)	-
<b>Net Movement in Funds</b>		25,611	30,615
<b>Reconciliation of funds:</b>			
Total funds brought forward		<hr/> 211,786	<hr/> 181,171
Total funds carried forward		<hr/> <u>237,397</u>	<hr/> <u>211,786</u>

The statement of financial activities includes all gains and losses for the period.  
All incoming resources and resources expended derive from continuing activities.  
The notes are set out on pages 16 to 23.

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**BALANCE SHEET- GROUP**

	Notes	2022	2021
		£	£
<b>Fixed Assets</b>			
Intangible assets	8	9,810	6,450
Tangible assets	8	4,444	2,412
Investments	8	96,650	-
<b>Current Assets</b>			
Debtors	9	130,345	133,133
Cash at bank:		234,172	333,869
<b>Total Current Assets</b>		<b>364,517</b>	<b>467,002</b>
<b>Liabilities</b>			
Creditors: Amounts falling due within 1 year	10	238,024	264,078
<b>Net Current Assets</b>		<b>126,493</b>	<b>202,924</b>
<b>Total Net Assets</b>		<u><b>237,397</b></u>	<u><b>211,786</b></u>
<b>Funds of the charity:</b>			
Unrestricted Fund		<u>237,397</u>	<u>211,786</u>
Total Funds		<u><u>237,397</u></u>	<u><u>211,786</u></u>

There are no restricted funds.

The notes are set out on pages 16 to 23

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The accounts were approved and authorised for issue by the Trustees and signed on their behalf by:

*Philip Britton*

\_\_\_\_\_  
Chair  
Philip Britton

Date: Jun 21, 2023

*Wendy Grant*

\_\_\_\_\_  
Chair of Finance and General Purposes Committee  
Wendy Grant

Date: Jun 20, 2023

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**BALANCE SHEET- CHARITY**

	Notes	2022 £	2021 £
<b>Fixed Assets</b>			
Intangible assets	8	9,810	6,450
Tangible assets	8	4,444	2,412
Investments	8	96,651	1
<b>Current Assets</b>			
Debtors	9	142,948	132,044
Cash in hand		177,500	295,809
<b>Total Current Assets</b>		320,448	427,853
<b>Liabilities</b>			
Creditors: Amounts falling due within 1 year	10	238,519	264,078
<b>Net Current Assets</b>		81,929	163,774
<b>Total Net Assets</b>		<u>192,834</u>	<u>172,637</u>
<b>Funds of the charity:</b>			
Unrestricted Fund		<u>192,834</u>	<u>172,637</u>
Total Funds		<u>192,834</u>	<u>172,637</u>

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The accounts were approved and authorised for issue by the Trustees and signed on their behalf by:

*Philip Britton*

\_\_\_\_\_  
Chair  
Philip Britton

Date: Jun 21, 2023

*Wendy Grant*

\_\_\_\_\_  
Chair of Finance and General Purposes Committee  
Wendy Grant

Date: Jun 20, 2023

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**STATEMENT OF CASH FLOWS AND CONSOLIDATED STATEMENT OF CASH FLOWS**

	<b>Group 2022 £</b>	<b>Charity 2022 £</b>	<b>Group 2021 £</b>	<b>Charity 2021 £</b>
<b>Cash flow from operating activities</b>	7,987	(10,626)	21,469	(4,825)
Interest paid	-	-	-	-
<b>Net cash flow from operating activities</b>	<b>7,987</b>	<b>(10,626)</b>	<b>21,469</b>	<b>(4,825)</b>
<b>Cash flow from investing activities</b>				
Proceeds from sale tangible fixed assets	-	-	-	-
Payments to acquire investments	(108,287)	(108,287)	(3,240)	(3,240)
Interest received	604	604	6	6
<b>Net cash flow from investing activities</b>	<b>(107,684)</b>	<b>(107,684)</b>	<b>(3,234)</b>	<b>(3,234)</b>
<b>Net decrease in cash and cash equivalents</b>	<b>99,696</b>	<b>(118,309)</b>	<b>18,235</b>	<b>(8,059)</b>
<b>Cash and cash equivalents at 1<sup>st</sup> January 2022</b>	<b>333,869</b>	<b>295,809</b>	<b>315,634</b>	<b>303,868</b>
<b>Cash and cash equivalents at 31<sup>st</sup> December 2022</b>	<b>234,172</b>	<b>177,500</b>	<b>333,869</b>	<b>295,809</b>
<b>Cash and cash equivalents consists of:</b>				
Cash at bank and in hand	234,172	177,500	333,869	295,809
<b>Cash and cash equivalents at 31<sup>st</sup> December 2022</b>	<b>234,172</b>	<b>177,500</b>	<b>333,869</b>	<b>295,809</b>

**Reconciliation of net income to net cash flow from operating activities**

	<b>2022 Group £</b>	<b>2022 Charity £</b>	<b>2021 Group £</b>	<b>2021 Charity £</b>
Net income for year	25,611	20,196	30,615	1,689
Depreciation of tangible fixed assets	2,896	2,896	3,060	3,060
Net (gain) loss on investments	3,350	3,350	-	-
Loss on sale of fixed assets	-	-	793	793
Interest receivable	(604)	(604)	(6)	(6)
(Increase) / decrease in debtors	2,788	(10,904)	(32,217)	(30,594)
Increase / (decrease) in creditors	(26,054)	(25,559)	19,224	20,232
<b>Net cash flow from operating activities</b>	<b>7,987</b>	<b>(10,626)</b>	<b>21,469</b>	<b>(4,825)</b>

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS CONTINUED...**

## **1. ACCOUNTING POLICIES**

### **General**

#### **Basis of Accounting**

The charity constitutes a public benefit entity as defined by FRS102. These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts and in accordance with the with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

#### **Legal Status of the Charity**

IDPE is a private limited company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found on the company information page. The presentational currency of the accounts is pound sterling.

#### **Incoming Resources**

Subscriptions, charges and interest income are accounted for on a receivable basis. Monies received in advance are accounted for in the appropriate accounting period.

#### **Resources Expended**

All expenditure and liabilities incurred in the financial year are accounted for in that year.

Support costs comprise those costs incurred by the Main Office in Bath including Trustees expenses. Support costs are apportioned 5% to the cost of generating funds, and 95% to charitable activities. This is based on an estimated allocation of time.

Trustees are responsible for approving any salary rises of the senior management team, and the CEO is responsible in consultation with members of the Senior Management Team for approving salaries for all other staff members. Periodically an external review of staff and their hours and salaries is carried out with approval by the Trustees.

#### **Fixed assets**

Identifiable development expenditure is capitalised as an intangible asset to the extent that the technical, commercial and financial feasibility can be demonstrated.

Tangible and Intangible fixed assets are stated at cost less depreciation and amortisation. Capital expenditure is deemed to be items purchased at £500 or over, that have a useful life of more than one year. Depreciation and Amortisation are provided at rates calculated to write off the cost of the assets, less their estimated residual value, over their expected useful lives on the following bases:

Fixtures, fittings, and equipment – 4 – 5 years straight line basis

Website Development – 5 years straight line basis

Investments are measured at fair value with changes recognised in 'net gains / (losses) on investments' in the Statement of Financial Activities.

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS CONTINUED...**

**Debtors**

Trade and other debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid.

**Cash**

Cash at bank includes short term highly liquid investments with a short maturity of three months or less.

**Creditors**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount.

**Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**Charitable activities**

IDPE arranges collaborative events, such as a Schools Bursaries Conference every other year, with other organisations. In some instances IDPE takes overall responsibility for all income and expenditure for such an event, and the profit is shared between the collaborating organisations. As financial responsibility changes from year to year between organisations, these accounts and comparative figures have been compiled showing the overall profit figure earned by IDPE at such events to ensure year on year comparatives are meaningful, regardless of which organisation manages the income and expenditure accounting.

**Group financial statements**

These group financial statements consolidate the results of the charity and its wholly-owned subsidiary IDPE (Trading) Limited, both of which make up their financial statements to 31 December. A separate statement of financial activities, or income and expenditure account, for the charity itself is not presented because the charity has taken advantage of the exemptions afforded by Section 408 of the Companies Act 2006.

**Funds**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

**Going Concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS CONTINUED...**

**2. Income from Trading subsidiary**

The wholly-owned trading subsidiary, IDPE (trading) limited, company number 11073956, which is incorporated in the United Kingdom, pays all its taxable profits to the charity by Gift Aid. IDPE (trading) Limited provides job advertising. The charity owns the entire issued share capital of 1 ordinary share of £1. A summary of the trading results as recorded in that company's statutory accounts (therefore, gross of all intra-group transactions) is shown below:-

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Turnover and interest receivable</b>		
Job Advertising	94,176	67,580
<b>Cost of sales and administrative expenses</b>	(9,613)	(3,432)
Profit for the period	84,563	64,148
	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Current Assets</b>		
Debtors	7,218	5,249
Cash at bank	56,672	38,060
	63,890	43,309
<b>Creditors</b>		
Amounts falling due within one year	19,326	4,160
<b>Net Current Assets</b>	44,564	39,149
<b>Total Assets less Current Liabilities</b>	44,564	39,149
<b>Capital and Reserves</b>		
Called up share capital	1	1
Retained earnings	44,563	39,148
	44,564	39,149

**3. Income from charitable activities is broken down as follows:**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Conferences and seminars	188,777	111,016
Membership	227,790	188,206
Book sales	220	15
	416,787	299,237

4. Costs of generating funds is 5% of the total direct and support costs borne by the main account together with trading subsidiary operations.

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS CONTINUED...**

**5. Costs of Charitable Activities - Group**

	<i>Direct costs</i>	<i>Support Costs</i>	<i>Total 2022</i>	<i>Total 2021</i>
	£	£	£	£
Events and materials	129,121	-	129,121	27,261
Support to members	-	328,646	328,646	290,809
	<u>129,121</u>	<u>328,646</u>	<u>457,767</u>	<u>318,070</u>

	<i>Direct Costs</i>	<i>Support Costs</i>	<i>Total 2021</i>
	£	£	£
Events and materials	27,261	-	27,261
Support to members	-	290,809	290,809
	<u>27,261</u>	<u>290,809</u>	<u>318,070</u>

Support costs allocated to charitable activities

	<b>2022</b>	<b>2021</b>
	£	£
Staff costs	255,791	238,959
Office costs	15,332	15,754
Premises costs	8,030	7,906
Admin expenses	22,542	10,018
Marketing and PR	1,969	1,199
Unclaimable VAT	17,843	8,746
Legal & professional costs	7,139	8,227
Sundry charitable expenditure	-	-
	<u>328,646</u>	<u>290,809</u>

**6. Staff costs**

	<b>2022</b>	<b>2021</b>
	£	£
Salaries and wages	234,411	226,433
Social security costs	17,600	16,053
Pension costs	17,242	9,050
Total	<u>269,254</u>	<u>251,536</u>

No employee earned more than £60,000. Average number of full time equivalent employees employed during the year was 6.4 (2 full time employees and 6 part-time) (2021: 7 full time equivalents). Of these two were employed on fundraising, two on governance and finance and the others on charitable activities. Key management personnel comprised the CEO, the Finance Director and the COO – all of whom are part-time. Their total combined salaries were £137,583 (2021: £126,201).

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
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**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS CONTINUED...**

**7. Group- Net movement in funds is after charging:**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Audit Fees – current year	5,345	4,000
Audit Fees – under/over previous year	730	(1,568)
Lease Costs	9,145	10,353
Depreciation	2,896	3,060
	<u>18,116</u>	<u>15,845</u>

**8. Fixed Assets- Charity and Group**

	<b>Tangible fixed assets</b>	<b>Intangible fixed assets</b>	
	<b>Fixtures, fittings and equipment</b>	<b>Website Development</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
At 1.1.22	11,583	7,450	19,033
Additions	3,437	4,850	8,287
Disposals	(3,641)	-	(3,641)
At 31.12.22	<u>11,379</u>	<u>12,300</u>	<u>23,679</u>
At 1.1.22	9,171	1,000	10,171
Depreciation	1,406	1,490	2,896
Disposals	(3,641)	-	(3,641)
At 31.12.22	<u>6,936</u>	<u>2,490</u>	<u>9,426</u>
Net book value at 1.1.22	<u>2,412</u>	<u>6,450</u>	<u>8,862</u>
Net book value at 31.12.22	<u>4,444</u>	<u>9,810</u>	<u>14,254</u>

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS CONTINUED...**

**Fixed Asset Investments – Charity and Group**

	Listed Investments	Other Investments (Charity only)	Total
	£	£	£
Cost or valuation			
At 1.1.22	-	1	1
Additions	100,000	-100,000	
Disposals	-	-	-
Revaluation	(3,350)	-	(3,350)
At 31.12.22	96,650	1	96,651
Impairment			
At 1.1.22	-	-	-
Written off	-	-	-
Written back	-	-	-
Disposals	-	-	-
At 31.12.22	-	-	-
Carrying amount at 1.1.22	-	1	1
Carrying amount at 31.12.22	96,650	1	96,651
Investments at fair value compromise:			
	<b>2022</b>	<b>2021</b>	
	£	£	
Equities	96,651	1	
Securities	-	-	
Cash within investment portfolio	-	-	
	96,651	1	

The other investment represents shares held in IDPE (Trading) Limited (company number 11073956) which is a wholly owned subsidiary. The company was incorporated on 21 November 2017 and started trading on 1 January 2018.

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS CONTINUED...**

**9 Debtors:**

	<b>2022 Group £</b>	<b>2022 Charity £</b>	<b>2021 Group £</b>	<b>2021 Charity £</b>
Trade Debtors	90,011	83,288	117,796	112,547
Intercompany IDPE Trading Ltd	-	19,326	-	4,160
Prepayments and accrued income	40,334	40,334	15,337	15,337
Other debtors	-	-	-	-
	<u>130,345</u>	<u>142,948</u>	<u>133,133</u>	<u>132,044</u>

**10 Creditors:**

	<b>2022 Group £</b>	<b>2022 Charity £</b>	<b>2021 Group £</b>	<b>2021 Charity £</b>
Trade Creditors	5,106	5,106	8,441	8,441
Intercompany IDPE Trading Ltd	-	495	-	-
Deferred income	218,396	218,396	211,621	211,621
Accruals	8,644	8,644	6,460	6,460
Tax & Security Costs	5,879	5,879	25,672	25,672
Other creditors	-	-	11,884	11,884
	<u>238,024</u>	<u>238,519</u>	<u>264,078</u>	<u>264,078</u>

Deferred income comprises of advance receipts for 2023 membership subscriptions, 2023 training event attendance and 2023 IDPE annual conference income.

**11 Financial instruments**

The carrying amount of the financial instruments are as follows:

<b>Group</b>	<b>2022 £</b>	<b>2021 £</b>
<b>Financial assets</b>		
Debt instruments measured at amortised cost:		
- Trade debtors (note 9)	90,011	117,796
Equity instruments measured at amortised cost less impairment:		
- Fixed asset listed investments (note 8)	96,650	-
<b>Financial liabilities</b>		
Measured at amortised cost:		
- Trade creditors (note 10)	5,106	8,441

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS CONTINUED...**

**11 Financial instruments (continued)**

<b>Charity</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Financial assets</b>		
Debt instruments measured at amortised cost:		
- Trade debtors (note 9)	83,288	112,547
- Amounts owed from group undertakings (note 9)	19,326	4,160
	<u>102,614</u>	<u>116,707</u>
Equity instruments measured at amortised cost less impairment:		
- Fixed asset investments (note 8)	96,651	1
<b>Financial liabilities</b>		
Measured at amortised cost:		
- Trade creditors (note 10)	5,106	8,441
- Amounts owed to group undertakings (note 10)	495	-
	<u>5,601</u>	<u>8,441</u>

**12 Related party transactions**

The charity has taken advantage of the exemption, under the terms of Financial Reporting Standard 102 'The Finance Reporting Standard applicable in the UK and Republic of Ireland', not to disclose related party transactions with wholly owned subsidiaries within the group.

Trustees only received payment of expenses for actual expenditure necessarily incurred whilst they were carrying out their function as trustees of the charity. No trustee received remuneration or other benefit from their work with the charity. In 2022 no related party transactions were reported.

Travel and subsistence costs of £571 (2021: £590) were reimbursed to trustees or paid directly to third parties on their behalf.

**13 Operating Lease Commitments**

The following operating lease commitments reported as at 31 December 2022 were as follows:

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Within the year	6,198	8,211
Between 2 and 5 years	381	2,575
More than five years	-	-
	<u>6,579</u>	<u>10,786</u>

Lease costs in the year were £9,145 (2021: £10,353).

**14 Ultimate Controlling Party**

The Trustees consider that the charity is jointly controlled by the trustees and that there is no ultimate controlling party.

**IDPE**

England & Wales - Charity number 1100927

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# Accounts

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**GROUP AND SUBSIDIARY  
ANNUAL REPORT AND CONSOLIDATED ACCOUNTS FOR THE PERIOD**

**1 JANUARY 2021 TO 31 DECEMBER 2021**

**Charity Registration Number: 1100927**

**Company Registration Number: 3761777**

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

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**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**Legal and Administrative Information**

**Trustees**

C Atkinson<sup>1</sup>  
S Baker (appointed 1 July 2021)  
P Britton<sup>1 2</sup>  
W Ethelston (appointed 30 June 2021)<sup>1</sup>  
M Fenton (appointed 5 July 2021)  
S Fenton (appointed 14 September 2021)  
R Gaston (appointed 13 July 2021)  
D Goodhew  
W Grant (appointed 30 June 2021)<sup>1</sup>  
K Hartshorn<sup>2</sup>  
S Jones  
A Beales (resigned 18 June 2021)<sup>1</sup>  
M Coote (resigned 18 June 2021)  
M Lindo (resigned 18 June 2021)  
J Hodges (resigned 23 September 2021)<sup>1</sup>  
P Rothwell<sup>1</sup>

*Note.* <sup>1</sup> Member of the Finance and General Purposes Committee

<sup>2</sup> Member of the Appointments Committee

**Chairman**

P Britton

**Chief Executive Officers**

J Beckett (resigned 2 July 2021)  
L Bennett

**Company Secretary**

V Roe (appointed 1 January 2022)

**Registered office address:**

Kelston Park  
Bath  
BA1 9AE

**Independent Auditor:**

Monahans  
Fortescue House  
Court Street  
Trowbridge  
BA14 8FA

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**Bankers:**

CAF Bank  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

Barclays Bank UK PLC  
1 Churchill Place  
London  
E14 5HP

COIF Charities Deposit Fund  
Senator House  
85 Queen Victoria Street  
London  
EC4V 4ET

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**  
**TRUSTEES REPORT**

**Trustees' Report**

The Trustees present their report which also incorporates the directors report for the period 1 January 2021 to 31 December 2021.

IDPE is a company limited by guarantee and a registered charity governed by its memorandum and articles. Charity number: 1100927. Company number: 3761777. The directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees. IDPE was registered as a company on 28 April 1999 and as a charity on 27 November 2003.

Legal and administrative information set out on pages 1 and 2 forms part of the report. The accounts comply with current statutory requirements, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

**Objects of the charity**

The objects ("the Objects") of the charity, as laid down in the Memorandum of Association, are to promote education for the benefit of the public by:

- providing training in development, particularly alumni relations and fundraising, relevant to the provision of education
- promoting high standards in development, particularly alumni relations and fundraising, relevant to the provision of education
- providing guidance and support for development, particularly alumni relations and fundraising, relevant to the provision of education
- carrying out research relevant to providing training in development, particularly alumni relations and fundraising, relevant to the provision of education

**Policies adopted to further the objects of the charity**

IDPE aims to enable all schools, from the state and independent sectors, to develop cultures of giving, so that they can provide the best educational experience for young people.

IDPE does this by championing best practice in schools' fundraising and engagement through providing training, guidance, support, benchmarking and partnership work across the schools' sector.

**Structure, governance and management**

IDPE is governed by the Board of Trustees. The list of trustees is set out on page 1 of this report. There are two sub-committees, both of which have established Terms of Reference, approved by the full board:

The Finance and General Purposes Committee: terms of reference state the purpose of this committee is to monitor the charity's financial performance, including the operating account and any designated reserves, and to examine other relevant operational and statutory matters relating to the financial and general management of IDPE.

The Appointments Committee: terms of reference state the purpose of this committee is to review board composition ensuring the skills on the board enable the organisational strategy to be delivered and that any skills/representational or diversity gaps are addressed.

As at 31<sup>st</sup> December there are eight permanent employees of the Charity: one is full time and seven are part-time. In addition, there is also one member of staff on a fixed-term contract. The day to day management of IDPE is under the direction of the Chief Executive Officer.

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**  
**TRUSTEES REPORT**

**Methods adopted for recruiting and appointing new trustees**

The Articles of Association of IDPE empower it to have a minimum of five trustees with no maximum specified. All members are invited annually to stand for election as a trustee. These nominations are put to the full membership for voting at the AGM.

A new category of nominated trustee was introduced in 2014 and this person can be anyone qualified to be a trustee whom the board wishes to appoint. They are not elected at the AGM, though members must be informed. They also can serve for a maximum of six years but have to be elected again after three.

There must always be more member-elected trustees than nominated trustees.

**Constitutional provisions for trustee appointments**

One third (or the number nearest one third) of the Trustees must retire at each AGM, those longest in office retiring first and the choice between any of equal service being made by drawing lots. Each trustee may serve for up to six years and may be elected by the board to act as an officer of the Institute. Current officers include Chairman, two Deputy Chairs, Chair of the Finance and General Purposes Committee and Chair of the Appointments Committee. A three-year term is applied to all officer appointments unless it is felt by the board that a longer term is necessary to ensure continuity and consistency. This provision is not within the constitution but is followed in accordance with governance best practice. Trustees must retire from all officer positions when they retire as a trustee.

Individuals who have completed six years as a Trustee must then retire for at least three years before they can be considered for re-election.

In carrying out their duties the Trustees meet at least three times a year and liaise via email between meetings. In accordance with IDPE's governing document, trustee meetings can be held either remotely or face-to-face. Any virtual meeting must enable all trustees to be seen and heard.

**Policies and procedures adopted for the induction and training of trustees**

On election to the Board all new trustees receive an extensive information pack giving them information on the Charity, its governance, management and policies and the latest available guidance on being a trustee from the Charity Commission. All new trustees attend an introductory briefing with the Chairman and Chief Executive Officer before their first Board Meeting. The specific induction training for each trustee varies according to the particular portfolio they are taking on. Where possible, this includes close liaison with the previous incumbent.

**Any other organisations with which IDPE co-operates in pursuit of its charitable objectives**

IDPE actively engages with organisations across both the education and fundraising sectors to champion best practice in schools' fundraising and engagement. IDPE provides a voice for all schools, through working closely with ISC, HMC, AGBIS, ISBA, GSA, AMCIS, ISBL, and GSHA within the schools' sector, as well as the Fundraising Regulator and Chartered Institute of Fundraising.

**IDPE membership**

School Membership

This is available to educational institutions and provides access to training and support, benchmarking and resources, for all members of staff involved in professional fundraising and engagement within a school. This class of member has one vote at general meetings by a nominated representative.

**IDPE  
REPORT AND CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021  
TRUSTEES REPORT**

Associate

In a few special cases the Board may allow an individual working for a qualifying non-profit organisation or looking to enter the sector, to join as an individual member. Benefits of membership in this category are the same as for an institutional member but this category of membership does not have voting rights at general meetings.

Corporate Membership

Membership of the charity is available to organisations that supply services to the sector and are not eligible to join as an educational institution. These organisations enjoy many of the same benefits as educational institutions such as regular communications (sent to a nominated email address), free resources and training and invitations to attend networking events. In addition, corporate members benefit from additional marketing and promotional opportunities to showcase their product or organisation to the sector.

Corporate members do not have a vote at general meetings and they are not eligible to propose an employee, for example, for election as a Trustee. They do pay an annual membership fee.

IDPE also works with a number of major corporate partners, offering bespoke packages of engagement to these corporate partners in return for sharing their support and expertise with the schools' community.

**Review of activities and future developments**

General Report

With the ongoing uncertainty around the pandemic, 2021 saw IDPE continue to provide and grow our online support and training for schools. From organising 26 online regional meetings, to sharing regular updates with 2,200 individuals; from recording 12 new podcast interviews with sector experts to sharing more than 150 new resources in our members' resource library, we have been working hard to support schools to drive forward their fundraising and engagement programmes.

IDPE organised its first-ever virtual annual conference, offering a week of professional development for 612 schools' development professionals and school leaders in June 2021. The IDPE 2021 Annual Conference offered a range of sessions from webinars and leadership lunches to forum discussions and quiz the expert sessions, sharing emerging best practice and the latest innovations from across the sector. 99% of respondents to our evaluation said that they would recommend IDPE's annual conference to a colleague.

We have continued to offer professional development opportunities, through our webinars, forums, podcasts and growing members' resource library, providing accessible training and support for our members. We have also continued to grow our support for schools and individuals new to development, through our two professional development programmes:

- New to development - a one-year, holistic training programme offering an introduction to all aspects of professional fundraising and engagement in schools
- Fundraising for school leaders – a fundraising programme designed to fast-track heads (and aspiring heads) of independent schools to set up and lead effective professional fundraising programmes.

We also launched our first-ever Giving Week in November 2021, offering an opportunity to share best practice and celebrate philanthropy and engagement in schools.

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We continue to work closely with our 25 corporate members, and following feedback, have evolved our membership scheme, to offer further opportunities for corporate members to share their expertise, and increase value for our member schools.

Much of the work IDPE does could not have been achieved without the valuable efforts and time contributed by our volunteers. In addition to the regional volunteers and trustees, other volunteers give their time and expertise throughout the year, speaking at events, mentoring those newer to the profession, and acting as ambassadors for IDPE. We would like to take this opportunity to thank the IDPE community for their continued support and commitment.

2022 will see the start of a new business plan for IDPE, with a focus on growth, engagement and partnership. As we look to the future, we want to address the changing landscape in the schools' sector, to broaden our membership base, and to provide relevant and tailored membership journeys and professional development, for the different schools we support. At the same time, we will continue to work across the sector to develop partnerships with associations and corporate partners, and through our benchmarking in 2022, provide a voice for development, championing best practice in schools' fundraising and engagement.

#### Governance and Constitution

Following a review of board composition and representation, a trustee recruitment campaign was conducted in 2021. Four trustees were appointed by the board in order to ensure an appropriate mix of skills to support the delivery of IDPE's strategic plan. Mark Fenton, Shaun Fenton, Will Ethelston and Wendy Grant were appointed and members were informed at the AGM.

Members were asked to select two additional trustees and appointed Susannah Baker and Rowena Gaston.

Due to the Coronavirus pandemic and following guidance from both Companies House and the Charity Commission, IDPE held its Annual General Meeting in 2021 virtually.

Three trustees retired at the AGM: Andrew Beales, Mark Coote and Murray Lindo

Karen Hartshorn stepped down from her role as Chairman, having served three years and after an election process, the board appointed Philip Britton who took the role in June 2021.

Members also approved a special resolution to add additional wording to the constitution to give the charity the option of holding future AGMs virtually, if required: *'A general meeting may be held by suitable electronic means agreed by the directors in which each participant may communicate with all other participants'*.

Following the approval of this special resolution, additional changes to the constitution were suggested by the board, to make it clearer how meetings are run. Subsequently it was decided to conduct a full review of the constitution. Rather than submit multiple versions of the constitution to the Charity Commission, the charity will resubmit the above resolution to the AGM, along with all other changes, once agreed, and then submit just one updated document to the Charity Commission. Whilst this review process is ongoing the original wording in the constitution continues to apply and members will be informed of these actions at the next AGM.

#### Membership Development

IDPE's membership remained strong, with 90% retention and 28 new member schools. At the end of 2021, IDPE's membership was 367 in comparison to 375 member schools in 2020.

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External Relations

IDPE continues to champion the importance of continued investment in schools' development through working in partnership with a number of schools' associations including AGBIS, ISBA, HMC and GSA on jointly-branded webinars, podcasts and thought pieces.

IDPE's new training programme, Fundraising for school leaders, developed in partnership with HMC and GSA, is specifically aimed at heads, and improving their knowledge and understanding of schools' fundraising and engagement. In 2022, we will be exploring the opportunity to adapt the programme to deliver similar training to bursars, in partnership with ISBA.

In partnership with the Wolfson Foundation and More Partnership, we have developed a new, free resource, the State school fundraising toolkit, designed to equip schools with the tools and knowledge they might need to build their fundraising capacity. The toolkit includes examples, case studies and templates from a range of state school settings across the UK, and we are working with a number of state school associations to disseminate this free resource to school leaders.

IDPE will continue to collaborate with organisations representing senior leaders in schools in 2022, to disseminate best practice and ensure schools develop cultures of giving including a major event in partnership with the HMC and AGBIS, the fifth School Bursaries & Partnerships Conference.

**Financial Report**

The financial results for the year and financial position of the group are shown in the financial statements. Overall group income has exceeded group expenditure generating a surplus of £30,615 (2020: £8,234).

**Policies**

Reserves

IDPE does not hold restricted reserves. All income is used for the operation of the charity. A general reserve is maintained to ensure that the functions of the charity are not hampered by fluctuations in the level of membership or exceptional non-repetitive expenditure and to take advantage of unexpected opportunities that might benefit the membership in terms of additional services offered by the charity.

The trustees reconsidered the prudent level at which general reserves should be held back in 2012 and decided on a longer-term target equal to 30% of typical expenditure over a year. At the end of 2021 reserves of the group were £211,786 (reserves of the charity were £172,637). It is the intention of the trustees that these higher levels of reserves should remain the longer-term target, but carefully managed to provide future growth potential for IDPE. As the business grows and adapts to meet the needs of its members, the trustees recognise that further investment in the infrastructure, goods and services provide by IDPE will be necessary.

Grant Making Policy

The Trustees introduced grants in 2012 giving financial support to those who would benefit but who could not otherwise afford the full cost of the annual conference. These were funded through sponsorship

Policy to Manage Risk

The Trustees undertook an annual review of the major risks to which the Charity is exposed, in particular those related to the operations and finances of the Charity, and have adopted the necessary policies to mitigate and monitor these risks. The policies are reviewed on an ongoing informal basis by

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the trustees and reviewed on a formal basis at the last Board meeting of each year when the Budget for the following year is agreed.

**Public Benefit**

The objects of IDPE are to provide training and to develop and promote best practice in the fields of development, fundraising, engagement, support and management relevant to the provision of education. The membership benefiting from the work of the IDPE is made up of development professionals and individuals such as heads, bursars and governors supporting development, in schools (both independent and state). Through access to this training and promotion of best practice, schools are able to develop better relationships with their supporters and beneficiaries, improving their accountability to them and raising funds efficiently in accordance with the standards laid down by the Fundraising Regulator (of which the IDPE is a member). IDPE supports schools to:

- improve learning environments and resources for pupils
- improve access to independent education for children from disadvantaged backgrounds
- improve mentoring and careers support for young people
- improve partnerships between state and independent schools

Membership fees are kept at a modest level so that every school who is eligible to join is able to do so and IDPE works on behalf of all schools to champion the importance of community engagement and philanthropic support so that schools can provide the best educational experience for children and young people. There are no geographical restrictions, and whilst members are predominantly based in the UK, we do have some international schools within the IDPE community.

All Trustees have due regard to the charities commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

**Trustees' responsibilities in relation to the accounts**

The Trustees are responsible for preparing the Annual Report and accounts in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires trustees to prepare accounts that give a true and fair view of the state of the affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so the Trustees are required to:

- select suitable accounting policies and apply them consistently
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the accounts;
- and prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in business

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with section 386 of the Companies Act 2006. The Trustees are also responsible for taking steps for the prevention and detection of fraud and other irregularities.


All staff remuneration is reviewed and agreed by the Trustees. When appointing new members of staff, salaries are benchmarked against similar positions across the charitable sector. As part of the staff appraisal process, roles and responsibilities are reviewed. If these are seen to have changed, then

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these are benchmarked against other similar roles across the charitable sector and any changes to remuneration taken to the Trustees for approval.

So far as the Trustees are aware, there is no relevant audit information (information needed by the Charity's reporting accountant in connection with preparing his report) of which the Charity's reporting accountant is unaware. In addition, each Trustee has taken all the steps that he/she ought to have taken as a trustee in order to make him/her aware of any relevant information and to establish that the Charity's reporting accountant is aware of that information.

This report, on pages 1 to 9, was approved by the Trustees and was signed on their behalf by:



**Philip Britton**  
Chairman

On behalf of the Trustees

20/6/22

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**Independent Auditor's Report to the Members and Trustees of IDPE**

**Opinion**

We have audited the financial statements of IDPE (the 'parent charitable company') and its subsidiaries (the 'group') for the year ended 31 December 2021 which comprise the consolidated statement of financial activities, the group and parent charitable company balance sheets, the group and parent charitable company cash flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and parent charitable company's affairs as at 31 December 2021, and of the group's incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006 and the Charities Act 2011.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group and parent charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the group's or parent charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

**Other information**

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report<sup>1</sup>, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

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**Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the group and parent charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 and the Charities Act 2011 requires us to report to you if, in our opinion:

- adequate and sufficient accounting records have not been kept by the parent charitable company, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company's financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

**Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement set out on page 9, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group's and parent charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the group or the parent charitable company or to cease operations, or have no realistic alternative but to do so.

**Auditor's responsibilities for the audit of the financial statements**

We have been appointed auditor under the Companies Act 2006 and section 151 of the Charities Act 2011 and report in accordance with those Acts.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Based on our understanding of the charitable company and sector, we identified that the principal risks of non-compliance with laws and regulations related company and charity legislation, and we considered the extent to which non-compliance might have a material effect on the financial statements of the charitable company. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Charities Statement of Recommended Practice and the Companies Act 2006. We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls), and determined that the principal risks were related to potential lack of segregation of duties, bookkeeping errors and management bias in accounting estimates and judgemental areas of the financial statements. Audit procedures performed by the audit engagement team included:

- Enquiry of management and those charged with governance about any known or suspected instances of non-compliance with laws and regulations and fraud;
- Reviewing minutes of meetings of those charged with governance and any correspondence with The Charity Commission;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing analytical procedures to identify any unusual or unexpected relationship that might indicate a risk of material misstatement due to fraud;
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias.

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There are inherent limitations in the audit procedures described above and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we would become aware of it. Also, the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

**Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the charitable company's trustees, as a body, in accordance with [Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's members and its trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



James Gare (Senior Statutory Auditor)  
For and on behalf of Monahans  
Statutory Auditor  
Chartered Accountants  
Fortescue House  
Court Street  
Trowbridge  
Wiltshire  
BA14 8FA

24 JUNE 2022.

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**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME & EXPENDITURE ACCOUNT)**

	Notes	2021	2020 restated
		£	£
<b>Income and Endowments from:</b>			
Other trading activities	2	67,580	31,112
Investments		6	61
Donations and legacies		-	26,135
Charitable activities	3	299,237	387,242
		366,823	444,550
<b>Expenditure</b>			
Raising Funds	4	18,138	23,929
Charitable Activities	5	318,070	412,387
		336,208	436,316
<b>Net Movement in Funds</b>		30,615	8,234
<b>Reconciliation of funds:</b>			
Total funds brought forward		181,171	172,937
Total funds carried forward		211,786	181,171

The statement of financial activities includes all gains and losses for the period.  
All incoming resources and resources expended derive from continuing activities.  
The notes are set out on pages 17 to 23.

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**BALANCE SHEET- GROUP**

	Notes	2021 £	2020 restated £
Fixed Assets	8	8,862	9,475
<b>Current assets</b>			
Debtors	9	133,133	100,916
Cash at bank:		333,869	315,634
<b>Total Current Assets</b>		467,002	416,550
<b>Liabilities</b>			
Creditors: Amounts falling due within 1 year	10	264,078	244,854
<b>Net Current Assets</b>		202,924	171,696
<b>Total Net Assets</b>		<u>211,786</u>	<u>181,171</u>
<b>Funds of the charity:</b>			
Unrestricted Fund		<u>211,786</u>	<u>181,171</u>
Total Funds		<u>211,786</u>	<u>181,171</u>


There are no restricted funds.

The notes are set out on pages 17 to 23


The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The accounts were approved and authorised for issue by the Trustees and signed on their behalf by:

  
 \_\_\_\_\_  
 Chairman  
 Philip Britton

Date: 20/6/22

  
 \_\_\_\_\_  
 Chairman of Finance and General Purposes Committee  
 Will Ethelston

Date: 20/6/22


**IDPE**  
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**BALANCE SHEET- CHARITY**

	Notes	2021 £	2020 restated £
Fixed Assets	8	8,862	9,475
Investments		1	1
<b>Current Assets</b>			
Debtors	9	132,044	101,450
Cash in hand		295,809	303,868
<b>Total Current Assets</b>		427,853	405,318
<b>Liabilities</b>			
Creditors: Amounts falling due within 1 year	10	264,078	243,846
<b>Net Current Assets</b>		163,774	161,472
<b>Total Net Assets</b>		<u>172,637</u>	<u>170,948</u>
<b>Funds of the charity:</b>			
Unrestricted Fund		<u>172,637</u>	<u>170,948</u>
<b>Total Funds</b>		<u>172,637</u>	<u>170,948</u>


The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The accounts were approved and authorised for issue by the Trustees and signed on their behalf by:

  
 \_\_\_\_\_  
 Chairman  
 Philip Britton

Date: 20/1/22

  
 \_\_\_\_\_  
 Chairman of Finance and General Purposes Committee  
 Will Ethelston

Date: 21/1/22

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**STATEMENT OF CASH FLOWS AND CONSOLIDATED STATEMENT OF CASH FLOWS**

	<b>Group 2021 £</b>	<b>Charity 2021 £</b>	<b>Group 2020 £</b>	<b>Charity 2020 £</b>
<b>Cash flow from operating activities</b>	21,469	(4,825)	57,541	61,826
Interest paid	-	-	-	-
<b>Net cash flow from operating activities</b>	<b>21,469</b>	<b>(4,825)</b>	<b>57,541</b>	<b>61,826</b>
<b>Cash flow from investing activities</b>				
Proceeds from sale tangible fixed assets	-	-	-	-
Payments to acquire investments	(3,240)	(3,240)	(5,609)	(5,609)
Interest received	6	6	61	61
<b>Net cash flow from investing activities</b>	<b>(3,234)</b>	<b>(3,234)</b>	<b>(5,548)</b>	<b>(5,548)</b>
<b>Net decrease in cash and cash equivalents</b>	<b>18,235</b>	<b>(8,059)</b>	<b>51,993</b>	<b>56,278</b>
<b>Cash and cash equivalents at 1<sup>st</sup> January 2021</b>	<b>315,634</b>	<b>303,868</b>	<b>263,641</b>	<b>247,590</b>
<b>Cash and cash equivalents at 31<sup>st</sup> December 2021</b>	<b>333,869</b>	<b>295,809</b>	<b>315,634</b>	<b>303,868</b>
<b>Cash and cash equivalents consists of:</b>				
Cash at bank and in hand	333,869	295,809	315,634	303,868
<b>Cash and cash equivalents at 31<sup>st</sup> December 2021</b>	<b>333,869</b>	<b>295,809</b>	<b>315,634</b>	<b>303,868</b>

**Reconciliation of net income to net cash flow from operating activities**

	<b>2021 Group £</b>	<b>2021 Charity £</b>	<b>2020 Group £</b>	<b>2020 Charity £</b>
Net income for year	30,615	1,689	8,234	69,710
Depreciation of tangible fixed assets	3,060	3,060	2,501	2,501
Loss on sale of fixed assets	793	793	-	-
Interest receivable	(6)	(6)	(61)	(61)
(Increase) / decrease in debtors	(32,217)	(30,594)	99,942	81,539
Increase / (decrease) in creditors	19,224	20,232	(53,075)	(91,863)
<b>Net cash flow from operating activities</b>	<b>21,469</b>	<b>(4,825)</b>	<b>57,541</b>	<b>61,826</b>

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**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS CONTINUED...**

**1. ACCOUNTING POLICIES**

**General**

**Basis of Accounting**

The charity constitutes a public benefit entity as defined by FRS102. These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts and in accordance with the with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

**Legal Status of the Charity**

IDPE is a private limited company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found on the company information page. The presentational currency of the accounts is pound sterling.

**Incoming Resources**

Subscriptions, charges and interest income are accounted for on a receivable basis. Monies received in advance are accounted for in the appropriate accounting period.

**Resources Expended**

All expenditure and liabilities incurred in the financial year are accounted for in that year.

Support costs comprise those costs incurred by the Main Office in Bath including Trustees expenses. Support costs are apportioned 5% to the cost of generating funds, and 95% to charitable activities. This is based on an estimated allocation of time.

Trustees are responsible for approving any salary rises of the senior management team, and the CEOs are responsible in consultation with members of the Senior Management Team for approving salaries for all other staff members. Periodically an external review of staff and their hours and salaries is carried out with approval by the Trustees.

**Fixed assets**

Tangible and Intangible fixed assets are stated at cost less depreciation and amortisation. Capital expenditure is deemed to be items purchased at £500 or over, that have a useful life of more than one year. Depreciation and Amortisation are provided at rates calculated to write off the cost of the assets, less their estimated residual value, over their expected useful lives on the following bases:

Fixtures, fittings and equipment – 5 years straight line basis

Website Development – 5 years straight line basis

Investments – The investment represents shares held in IDPE (Trading) Limited (company number 11073956) which is a wholly owned subsidiary. The company was incorporated on 21 November 2017 and started trading on 1 January 2018.

**Debtors**

Trade and other debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid.

**Cash**

Cash at bank includes short term highly liquid investments with a short maturity of three months or less.

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**Creditors**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount.

**Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**Charitable activities**

IDPE arranges collaborative events, such as a Schools Bursaries Conference every other year, with other organisations. In some instances IDPE takes overall responsibility for all income and expenditure for such an event, and the profit is shared between the collaborating organisations. As financial responsibility changes from year to year between organisations, these accounts and comparative figures have been compiled showing the overall profit figure earned by IDPE at such events to ensure year on year comparatives are meaningful, regardless of which organisation manages the income and expenditure accounting.

**Group financial statements**

These group financial statements consolidate the results of the charity and its wholly-owned subsidiary IDPE (Trading) Limited, both of which make up their financial statements to 31 December. A separate statement of financial activities, or income and expenditure account, for the charity itself is not presented because the charity has taken advantage of the exemptions afforded by Section 408 of the Companies Act 2006.

**Funds**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

**Going Concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

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**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS CONTINUED...**

**2. Income from Trading subsidiary**

The wholly-owned trading subsidiary, IDPE (trading) limited, company number 11073956, which is incorporated in the United Kingdom, pays all its taxable profits to the charity by Gift Aid. IDPE (trading) Limited provides job advertising. The charity owns the entire issued share capital of 1 ordinary share of £1. A summary of the trading results as recorded in that company's statutory accounts (therefore, gross of all intra-group transactions) is shown below:-

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Turnover and interest receivable</b>		
Job Advertising	67,580	31,112
<b>Cost of sales and administrative expenses</b>	(3,432)	(5,889)
Profit for the period	<u>64,148</u>	<u>25,223</u>

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Current Assets</b>		
Debtors	5,249	5,320
Cash at bank	<u>38,060</u>	<u>11,766</u>
	43,309	17,086
<b>Creditors</b>		
Amounts falling due within one year	<u>4,160</u>	<u>6,862</u>
<b>Net Current Assets</b>	<u>39,149</u>	<u>10,224</u>
<b>Total Assets less Current Liabilities</b>	<u>39,149</u>	<u>10,224</u>
<b>Capital and Reserves</b>		
Called up share capital	1	1
Retained earnings	<u>39,148</u>	<u>10,223</u>
	<u>39,149</u>	<u>10,224</u>

**3. Income from charitable activities is broken down as follows:**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>restated £</b>
Conferences and seminars	111,016	167,443
Membership subscriptions	188,206	218,965
Book sales	15	834
	<u>299,237</u>	<u>387,242</u>

4. Costs of generating funds is 5% of the total direct and support costs borne by the main account together with trading subsidiary operations.

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**5. Costs of Charitable Activities - Group**

	<i>Direct costs</i>	<i>Support Costs</i>	<i>Total 2021</i>	<i>Total 2020 restated</i>
	£	£	£	£
Events and materials	27,261	-	27,261	104,226
Support to members	-	290,809	290,809	308,161
	<u>27,261</u>	<u>290,809</u>	<u>318,070</u>	<u>412,387</u>

	<i>Direct Costs</i>	<i>Support Costs</i>	<i>Total 2020 restated</i>
	£	£	£
Events and materials	104,226	-	104,226
Support to members	-	308,161	308,161
	<u>104,226</u>	<u>308,161</u>	<u>412,387</u>

Support costs allocated to charitable activities

	<b>2021</b>	<b>2020 restated</b>
	£	£
Staff costs	238,959	230,003
Office costs	15,754	29,025
Premises costs	7,906	15,327
Admin expenses	10,018	9,726
Marketing and PR	1,199	2,563
Unclaimable VAT	8,746	8,270
Legal & professional costs	8,227	11,978
Sundry charitable expenditure	-	1,269
	<u>290,809</u>	<u>308,161</u>

**6. Staff costs**

	<b>2021</b>	<b>2020</b>
	£	£
Salaries and wages	226,433	219,894
Social security costs	16,053	13,534
Pension costs	9,050	8,680
Total	<u>251,536</u>	<u>242,109</u>

No employee earned more than £60,000. Average number of full time equivalent employees employed during the year was 7 (2 full time employees and 7 part-time) (2020: 7 full time equivalents). Of these two were employed on fundraising, two on governance and finance and the others on charitable activities. Key management personnel comprised the CEOs, the Finance Manager and the Business Manager– all of whom are part-time. Their total combined salaries were £126,201 (2020: £115,534).

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**7. Group- Net movement in funds is after charging:**

	2021 £	2020 £
Audit Fees – current year	4,000	5,808
Audit Fees – under/over previous year	(1,568)	-
Lease Costs	10,353	17,893
Depreciation	3,060	2,501
	<u>15,845</u>	<u>26,202</u>

**8. Fixed Assets- Charity**

	Fixtures, fittings and equipment £	Website Development £	Investments £	Total £
At 1.1.21	12,657	5,000	1	17,658
Additions	790	2,450	-	3,240
Disposals	(1,864)	-	-	(1,864)
At 31.12.21	<u>11,583</u>	<u>7,450</u>	<u>1</u>	<u>19,034</u>
At 1.1.21	8,182	-	-	8,182
Depreciation	2,060	1,000	-	3,060
Disposals	(1,071)	-	-	(1,071)
At 31.12.21	<u>9,171</u>	<u>1,000</u>	<u>-</u>	<u>10,171</u>
Net book value at 1.1.21	<u>4,475</u>	<u>5,000</u>	<u>1</u>	<u>9,476</u>
Net book value at 31.12.21	<u>2,412</u>	<u>6,450</u>	<u>1</u>	<u>8,863</u>

**9. Debtors:**

	2021 Group £	2021 Charity £	2020 Group £	2020 Charity £
Trade Debtors	117,796	112,547	96,093	90,773
Intercompany IDPE Trading Ltd	-	4,160	-	5,854
Prepayments and accrued income	15,337	15,337	4,823	4,823
Other debtors	-	-	-	-
	<u>133,133</u>	<u>132,044</u>	<u>100,916</u>	<u>101,450</u>

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**10. Creditors:**

	2021 Group £	2021 Charity £	2020 Group £	2020 Charity £
Trade Creditors	8,441	8,441	1,951	1,951
Intercompany IDPE Trading Ltd	-	-	-	-
Deferred income	211,621	211,621	220,010	220,010
Accruals	6,460	6,460	5,808	4,800
Tax & Security Costs	25,672	25,672	5,731	5,731
Other creditors	11,884	11,884	11,354	11,354
	<u>264,078</u>	<u>264,078</u>	<u>244,854</u>	<u>243,846</u>

Deferred income comprises of advance receipts for 2022 membership subscriptions, 2022 seminar places and 2022 IDPE annual conference income.

**11. Financial instruments**

The carrying amount of the financial instruments are as follows:

<b>Group</b>	<b>2021</b> £	<b>2020</b> £
<b>Financial assets</b>		
Debt instruments measured at amortised cost:		
- Trade debtors (note 9)	117,796	96,093
<b>Financial liabilities</b>		
Measured at amortised cost:		
- Trade creditors (note 10)	8,442	1,951
<b>Charity</b>		
	<b>2021</b> £	<b>2020</b> £
<b>Financial assets</b>		
Debt instruments measured at amortised cost:		
- Trade debtors (note 9)	112,547	90,773
- Amounts owed from group undertakings (note 9)	4,160	5,854
	<u>116,707</u>	<u>96,627</u>
Equity instruments measured at amortised cost less impairment:		
- Fixed asset unlisted investments (note 8)	1	1
<b>Financial liabilities</b>		
Measured at amortised cost:		
- Trade creditors (note 10)	8,442	1,951
- Amounts owed to group undertakings (note 10)	-	-
	<u>8,442</u>	<u>1,951</u>

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**12. Related party transactions**

The charity has taken advantage of the exemption, under the terms of Financial Reporting Standard 102 'The Finance Reporting Standard applicable in the UK and Republic of Ireland', not to disclose related party transactions with wholly owned subsidiaries within the group.

Trustees only received payment of expenses for actual expenditure necessarily incurred whilst they were carrying out their function as trustees of the charity. No trustee received remuneration or other benefit from their work with the charity. In 2021 no related party transactions were reported.

Travel and subsistence costs of £590 (2020: £nil) were reimbursed to trustees or paid directly to third parties on their behalf.

**13. Operating Lease Commitments**

The following operating lease commitments reported as at 31 December 2021 were as follows:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Within the year	8,211	10,706
Between 2 and 5 years	2,575	10,693
More than five years	-	-
	<hr/> 10,786	<hr/> 21,399

Lease costs in the year were £10,353 (2021: £17,893).

**14. Ultimate Controlling Party**

The Trustees consider that the charity is jointly controlled by the trustees and that there is no ultimate controlling party.

**15. Prior Period Adjustment**

The prior year accounts have been restated to incorporate the impact of contractual arrangements previously not invoiced. The change has resulted in increased income of £57,847, and increased expenditure of £57,847.



**IDPE**

England & Wales - Charity number 1100927

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# Accounts

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**GROUP AND SUBSIDIARY  
ANNUAL REPORT AND CONSOLIDATED ACCOUNTS FOR THE PERIOD**

**1 JANUARY 2020 TO 31 DECEMBER 2020**

**Charity Registration Number: 1100927**

**Company Registration Number: 3761777**

**IDPE**  
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**Legal and Administrative Information**

Registered Charity Number 1100927

Company Number 3761777

**Trustees**

C Atkinson<sup>1</sup>

A Beales<sup>1</sup>

P Britton

M Coote

D Goodhew

K Hartshorn<sup>1</sup>

J Hodges<sup>1</sup>

S Jones

M Lindo

P Rothwell<sup>1</sup>

*Note. <sup>1</sup> Member of the Finance and General Purposes Committee*

**Chairman**

K Hartshorn

**Chief Executive Officers**

J Beckett

L Bennett

**Charity Correspondent**

V Roe

**Registered office address:**

Kelston Park

Bath

BA1 9AE

**Independent Auditor:**

MHA Monahans

Fortescue House

Court Street

Trowbridge

BA14 8FA

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**Bankers:**

CAF Bank  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

Barclays Bank UK PLC  
1 Churchill Place  
London  
E14 5HP

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**TRUSTEES REPORT**

### **Trustees' Report**

The Trustees present their report which also incorporates the directors report for the period 1 January 2020 to 31 December 2020.

IDPE is a company limited by guarantee and a registered charity governed by its memorandum and articles. Charity number: 1100927. Company number: 3761777. The directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees. IDPE was registered as a company on 28 April 1999 and as a charity on 27 November 2003.

Legal and administrative information set out on pages 1 and 2 forms part of the report. The accounts comply with current statutory requirements, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

### **Objects of the charity**

The objects ("the Objects") of the charity, as laid down in the Memorandum of Association, are to promote education for the benefit of the public by:

- providing training in development, particularly alumni relations and fundraising, relevant to the provision of education
- promoting high standards in development, particularly alumni relations and fundraising, relevant to the provision of education
- providing guidance and support for development, particularly alumni relations and fundraising, relevant to the provision of education
- carrying out research relevant to providing training in development, particularly alumni relations and fundraising, relevant to the provision of education

### **Policies adopted to further the objects of the charity**

IDPE aims to enable all schools, from the state and independent sectors, to develop cultures of giving, so that they can provide the best educational experience for young people.

IDPE does this by championing best practice in schools' fundraising and engagement through providing training, guidance, support, benchmarking and partnership work across the schools' sector.

### **Structure, governance and management**

IDPE is governed by the Board of Trustees. The list of trustees is set out on page 1 of this report. There is one sub-committee – the Finance and General Purposes Committee. As at 31<sup>st</sup> December there are nine employees of the Charity: one is full time and eight are part-time. The day to day management of IDPE is under the direction of the Chief Executive Officers.

### **Methods adopted for recruiting and appointing new trustees**

The Articles of Association of IDPE empower it to have a minimum of five trustees with no maximum specified. All members are invited annually to stand for election as a trustee. These nominations are put to the full membership for voting at the AGM.

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A new category of nominated trustee was introduced in 2014 and this person can be anyone qualified to be a trustee whom the board wishes to appoint. They are not elected at the AGM, though members must be informed. They also can serve for a maximum of six years but have to be elected again after three.

**Constitutional provisions for trustee appointments**

One third (or the number nearest one third) of the Trustees must retire at each AGM, those longest in office retiring first and the choice between any of equal service being made by drawing lots. Each trustee may serve for up to six years and may act as an officer of the Institute (Chairman or Deputy Chairman) for no more than three years, either consecutively or in total, in any one position. Individuals who have completed six years as a Trustee must then retire for at least three years before they can be considered for re-election.

In carrying out their duties the Trustees meet at least three times a year and liaise via email between meetings. In accordance with IDPE's governing document, trustee meetings can be held either remotely or face-to-face. Any virtual meeting must enable all trustees to be seen and heard.

**Policies and procedures adopted for the induction and training of trustees**

On election to the Board all new trustees receive an extensive information pack giving them information on the Charity, its governance, management and policies and the latest available guidance on being a trustee from the Charity Commission. All new trustees attend an introductory briefing with the Chairman and Chief Executive Officers before their first Board Meeting. The specific induction training for each trustee varies according to the particular portfolio they are taking on. Where possible, this includes close liaison with the previous incumbent.

**Any other organisations with which IDPE co-operates in pursuit of its charitable objectives**

IDPE actively engages with organisations across both the education and fundraising sectors to champion best practice in schools' fundraising and engagement. IDPE provides a voice for all schools, through working closely with ISC, HMC, AGBIS, ISBA, GSA AMCIS, ISBL, and GSHA within the schools' sector, as well as the Fundraising Regulator and Institute of Fundraising.

**IDPE membership**

Institutional

This is available to educational institutions and provides access to training and support, benchmarking and resources, for all members of staff involved in professional fundraising and engagement within a school. This class of member has one vote at general meetings by a nominated representative.

Associate

In a few special cases the Board may allow an individual working for a qualifying non-profit organisation or looking to enter the sector, to join as an individual member. Benefits of membership in this category are the same as for an institutional member but this category of membership does not have voting rights at general meetings.

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Corporate Partnerships

This is available to those organisations not eligible to join as an educational institution. Employees, directors or partners may attend IDPE's Annual Conference and professional development programme and/or specialist forums and regional meetings, by invitation. E-bulletins are sent to a nominated email address. Corporate partners do not have a vote at general meetings and they are not eligible to propose an employee, for example, for election as a Trustee. They do pay an annual partnership fee and benefit from a listing on the supplier section of IDPE's website.

IDPE also works with a number of major corporate partners, offering bespoke packages of engagement to these corporate partners in return for sharing their support and expertise with the schools' community.

**Review of activities and future developments**

General Report

2020 and the pandemic saw IDPE move from a focus on the long-term priorities in its business plan, to addressing the short-term needs of its members. We shared information from across the sector via podcasts, articles and webinars, to support all schools during these unprecedented times. The IDPE COVID-19 support page has had over 7000 views so far and the average number of webinar attendees in 2020 was up 33% compared to 2019.

We moved our termly regional meetings online and provided virtual coffee and catch ups, an opportunity for development professionals, including those on furlough, to network and share their experiences. In 2020, 19% of member schools attended virtual regional meetings in the spring, whilst 39% of member schools attended regional coffee and catch ups during the autumn term.

IDPE's annual face-to-face conference was postponed. In its place, we created IDPE Live, our first-ever virtual learning experience, which provided two weeks of FREE training and support for the education sector. Supporting nearly 600 development professionals from 291 schools, IDPE Live provided an opportunity to share emerging best practice and the latest innovations from across the sector. 100% of IDPE Live respondents said that they would recommend IDPE Live to a colleague.

We developed a new virtual professional development offer, including three new training programmes for 2020/21, which have all over-performed:

- New to development - a two-year, holistic training programme offering an introduction to all aspects of professional fundraising and engagement in schools
- Fundraising for school leaders – a fundraising programme designed to fast-track heads (and aspiring heads) of independent schools to set up and lead effective professional fundraising programmes.
- Personal and professional effectiveness - a programme designed to support development professionals feel more empowered, positive, in control, and to benefit from enhanced motivation and a greater sense of well-being.

Alongside these new professional development programmes, we have continued to provide a series of webinars and community forums to support members' professional development, with over 615 attendees in 2020.

In the autumn term, IDPE launched a new online resource library, as part of our ongoing commitment to members to provide accessible training and support. This new online resource library includes a

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range of resources, such as case studies, templates, articles, webinars and podcasts, to inspire and support members' throughout their development journey.

Despite the impact of the pandemic on many businesses, we continued to work closely with our 25 corporate partners to provide opportunities to share their expertise with the schools' development community. It is also thanks to their sponsorship, we were able to offer IDPE Live for free.

Much of the work IDPE does could not have been achieved without the valuable efforts and time contributed by our volunteers. In addition to the regional volunteers and trustees, other volunteers give their time and expertise throughout the year, speaking at events, mentoring those newer to the profession, and acting as IDPE advocates in their peer groups. Throughout the pandemic this support, reassurance and sharing of expertise has been invaluable. We would like to take this opportunity to thank the IDPE community for their continued support and commitment during 2020.

As we look to the future, and schools consider how to move forward, IDPE will continue to champion emerging best practice through providing training, guidance, support and benchmarking to support all schools achieve fundraising and engagement success in 2021.

#### Governance and Constitution

Due to the Coronavirus pandemic and following guidance from both Companies House and the Charity Commission, IDPE cancelled its Annual General Meeting in 2020. Members were informed and invited to vote remotely on the re-election of three trustees; Clare Atkinson, Simon Jones and Philip Rothwell. Members also voted on extending Andrew Beales tenure by one year as he was due to leave the Board of Trustees at the 2020 Annual General Meeting. This action was approved by the Charity Commission and Companies House.

During the year, Karen Hartshorn's status on the board of trustees changed to that of nominated trustee. In accordance with the governing document, if an individual does not work in the schools' development sector they can only remain on the board if the current board members approve this. The board voted to approve to change Karen's status from a member-elected trustee to a nominated trustee and members were informed.

Karen Hartshorn remains as Chairman of IDPE until June 2021 and a campaign to recruit a successor will begin in March 2021.

#### Membership Development

IDPE's membership remained strong, with only a small hit to members despite the damaging effect of the pandemic on schools. At the end of 2020 IDPE's membership was down slightly from 390 to 375 member schools.

#### External Relations

In response to the pandemic, IDPE has been championing the importance of continued investment in schools' development through our campaign, Don't press pause on development. IDPE has worked in partnership with a number of schools' associations including AGBIS, ISBA, HMC and GSA to share the value of schools' fundraising and engagement programmes, through jointly-branded webinars, podcasts and thought pieces.

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IDPE has developed a new training programme specifically to improve school leaders' knowledge and understanding of schools' fundraising. In partnership with HMC and GSA, the IDPE Fundraising for school leaders programme has been designed to fast-track heads (and aspiring heads) of independent schools to set up and lead effective professional fundraising programmes.

Later this year, IDPE will be launching a free online toolkit specifically for state school leaders, which will provide support to any state school looking to develop their fundraising function.

IDPE will continue to collaborate with organisations representing senior leaders in schools in 2022, to disseminate best practice and ensure schools develop cultures of giving including a major event in partnership with the HMC, the fifth School Bursaries Conference.

COVID-19 – our response

The impact of COVID-19 on IDPE member schools was mixed, with some schools furloughing entire development teams, some reducing staffing levels and focussing purely on engagement activity, and others continuing to fundraise for hardship funds or resources such as IT provision, for the most vulnerable in their school community.

IDPE continued to support both member schools and the wider education sector throughout the pandemic. We championed the importance of development through our 'Don't press pause on development' campaign and evolved our professional development programme and services to deliver these virtually.

As a business, IDPE focussed on:

- Retaining income from existing members and partners – we have seen almost 90% of members renew their membership in 2021 (compared with 94% in 2020)
- Mitigating risk and reducing costs – we reduced office costs, furloughed/reduced hours of staff and made three redundancies in 2020
- Diversifying services and optimising income from new markets – IDPE has introduced three new professional development programmes, and a new virtual annual conference for 2021

COVID-19 – the future

Moving forward, IDPE will focus on two key priorities:

- Retaining income from existing members and partners
- Raising the profile of schools' development and enhancing IDPE's reputation across the education sector

We will continue to gather intelligence about the changing needs and challenges of schools, and will evolve our services to ensure relevance and value. We will focus on personally engaging with our members and corporate partners to strengthen relationships, whilst developing new initiatives to:

- add choice, value and retain income from existing members and corporate partners through providing a broader offer (capturing a larger share of school budgets)
- benchmark performance of schools' fundraising and engagement programmes, evaluating the impact of COVID-19
- celebrate philanthropy and engagement in schools through a new giving week
- engage new markets and attract income from new schools and corporate partners

With a number of trustees due to step down in 2021, the trustees have established a new appointments sub-committee, consisting of Board members, the Business Manager and Joint- CEO, to review board composition and ensure that the board are adequately equipped to deliver the strategic business plan.

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Finally, we will focus on supporting all schools as they face the financial impact of the pandemic, and will continue to champion the need for schools to 'Press play on development' moving forward through tailored professional development and support specifically for school leaders. The trustees consider this will safeguard member retention, encourage investment in professional development, and increase membership in the long-term.

### **Financial Report**

The financial results for the year and financial position of the group are shown in the financial statements. Overall group income has exceeded group expenditure generating a surplus of £8,234 (2019: £15,365).

### **Policies**

#### Reserves

It is not the policy of IDPE to hold restricted reserves. All income is used for the operation of the charity. A general reserve is maintained to ensure that the functions of the charity are not hampered by fluctuations in the level of membership or exceptional non-repetitive expenditure and to take advantage of unexpected opportunities that might benefit the membership in terms of additional services offered by the charity.

The trustees reconsidered the prudent level at which general reserves should be held back in 2012 and decided on a longer-term target equal to 30% of typical expenditure over a year. At the end of 2020 reserves of the group were £181,171 (reserves of the charity were £170,948). It is the intention of the trustees that these higher levels of reserves should remain the longer-term target, but carefully managed to provide future growth potential for IDPE. As the business grows and adapts to meet the needs of its members, the trustees recognise that further investment in the infrastructure, goods and services provide by IDPE will be necessary.

#### Grant Making Policy

The Trustees introduced grants in 2012 giving financial support to those who would benefit but who could not otherwise afford the full cost of the annual conference. These were funded through sponsorship

#### Policy to Manage Risk

The Trustees undertook an annual review of the major risks to which the Charity is exposed, in particular those related to the operations and finances of the Charity, and have adopted the necessary policies to mitigate and monitor these risks. The policies are reviewed on an ongoing informal basis by the trustees and reviewed on a formal basis at the last Board meeting of each year when the Budget for the following year is agreed.

### **Public Benefit**

The objects of IDPE are to provide training and to develop and promote best practice in the fields of development, fundraising, engagement, support and management relevant to the provision of education. The membership benefiting from the work of the IDPE is made up of development professionals and individuals such as heads, bursars and governors supporting development, in schools (both independent and state). Through access to this training and promotion of best practice, schools are able to develop better relationships with their supporters and beneficiaries, improving their accountability to them and raising funds efficiently in accordance with the standards laid down by the Fundraising Regulator (of which the IDPE is a member). IDPE supports schools to:

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- improve learning environments and resources for pupils
- improve access to independent education for children from disadvantaged backgrounds
- improve mentoring and careers support for young people
- improve partnerships between state and independent schools

Membership fees are kept at a modest level so that every school who is eligible to join is able to do so and IDPE works on behalf of all schools to champion the importance of community engagement and philanthropic support so that schools can provide the best educational experience for children and young people. There are no geographical restrictions, and whilst members are predominantly based in the UK, we do have some international schools within the IDPE community.

**Trustees' responsibilities in relation to the accounts**

The Trustees are responsible for preparing the Annual Report and accounts in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires trustees to prepare accounts that give a true and fair view of the state of the affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so the Trustees are required to:

- select suitable accounting policies and apply them consistently
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the accounts;
- and prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in business

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with section 386 of the Companies Act 2006. The Trustees are also responsible for taking steps for the prevention and detection of fraud and other irregularities.

All staff remuneration is reviewed and agreed by the Trustees. When appointing new members of staff, salaries are benchmarked against similar positions across the charitable sector. As part of the staff appraisal process, roles and responsibilities are reviewed. If these are seen to have changed, then these are benchmarked against other similar roles across the charitable sector and any changes to remuneration taken to the Trustees for approval.

So far as the Trustees are aware, there is no relevant audit information (information needed by the Charity's reporting accountant in connection with preparing his report) of which the Charity's reporting accountant is unaware. In addition, each Trustee has taken all the steps that he/she ought to have taken as a trustee in order to make him/her aware of any relevant information and to establish that the Charity's reporting accountant is aware of that information.

This report, on pages 1 to 9, was approved by the Trustees and was signed on their behalf by:

*Karen Hartshorn*

20 May 2021

**Karen Hartshorn**  
Chairman  
On behalf of the Trustees

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**Independent Auditor's Report to the Members and Trustees of IDPE**

**Opinion**

We have audited the financial statements of IDPE (the 'parent charitable company') and its subsidiaries (the 'group') for the year ended 31 December 2020 which comprise the consolidated statement of financial activities, the group and parent charitable company balance sheets, the group and parent charitable company cash flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and parent charitable company's affairs as at 31 December 2020, and of the group's incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006 and the Charities Act 2011.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group and parent charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the group's or parent charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

**Other information**

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report<sup>1</sup>, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

**Matters on which we are required to report by exception**

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

In the light of our knowledge and understanding of the group and parent charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 and the Charities Act 2011 requires us to report to you if, in our opinion:

- adequate and sufficient accounting records have not been kept by the parent charitable company, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company's financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

**Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement set out on page 9, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group's and parent charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the group or the parent charitable company or to cease operations, or have no realistic alternative but to do so.

**Auditor's responsibilities for the audit of the financial statements**

We have been appointed auditor under the Companies Act 2006 and section 151 of the Charities Act 2011 and report in accordance with those Acts.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Based on our understanding of the charitable company and sector, we identified that the principal risks of non-compliance with laws and regulations related company and charity legislation, and we considered the extent to which non-compliance might have a material effect on the financial statements of the charitable company. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Charities Statement of Recommended Practice and the Companies Act 2006. We evaluated management's incentives and opportunities for fraudulent manipulation of the financial statements (including the risk of override of controls), and determined that the principal risks were related to potential lack of segregation of duties, bookkeeping errors and management bias in accounting estimates and judgemental areas of the financial statements. Audit procedures performed by the audit engagement team included:

Enquiry of management and those charged with governance about any known or suspected instances of non-compliance with laws and regulations and fraud;

Reviewing minutes of meetings of those charged with governance and any correspondence with The Charity Commission;

Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;

Performing analytical procedures to identify any unusual or unexpected relationship that might indicate a risk of material misstatement due to fraud;

Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias.

There are inherent limitations in the audit procedures described above and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we would become aware of it. Also, the risk of not detecting a material misstatement due to fraud is higher than the risk of not

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

**Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the charitable company's trustees, as a body, in accordance with [Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's members and its trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



James Gare (Senior Statutory Auditor)  
For and on behalf of MHA Monahans  
Statutory Auditor  
Chartered Accountants  
Fortescue House  
Court Street  
Trowbridge  
Wiltshire  
BA14 8FA

27 May 2021

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**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME & EXPENDITURE ACCOUNT)**

	Notes	2020 £	2019 £
<b>Income and Endowments from:</b>			
Other trading activities	2	31,112	74,832
Investments		61	218
Donations and legacies		26,135	-
Charitable activities	3	329,395	472,432
		386,703	547,482
<b>Total Income</b>			
 <b>Expenditure</b>			
Raising Funds	4	21,037	28,485
Charitable Activities	5	357,432	503,632
		378,469	532,117
<b>Total Expenditure</b>			
<b>Net Movement in Funds</b>		8,234	15,365
<b>Reconciliation of funds:</b>			
Total funds brought forward		172,937	157,572
Total funds carried forward		181,171	172,937

The statement of financial activities includes all gains and losses for the period.  
All incoming resources and resources expended derive from continuing activities.  
The notes are set out on pages 17 to 23.

**IDPE**  
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**BALANCE SHEET- GROUP**

	Notes	2020 £	2019 restated £
Fixed Assets	8	9,475	6,367
<b>Current assets</b>			
Debtors	9	100,916	200,858
Cash at bank:		315,634	263,641
<b>Total Current Assets</b>		416,550	464,499
<b>Liabilities</b>			
Creditors: Amounts falling due within 1 year	10	244,854	297,929
<b>Net Current Assets</b>		171,696	166,570
<b>Total Net Assets</b>		<u>181,171</u>	<u>172,937</u>
<b>Funds of the charity:</b>			
Unrestricted Fund		<u>181,171</u>	<u>172,937</u>
Total Funds		<u>181,171</u>	<u>172,937</u>

There are no restricted funds.

The notes are set out on pages 17 to 23

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The accounts were approved and authorised for issue by the Trustees and signed on their behalf by:

*Karen Hartshorn*

20 May 2021

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Chairman  
Karen Hartshorn

*Justin Hodges*

21 May 2021

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Chairman of Finance and General Purposes Committee  
Justin Hodges

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**  
**BALANCE SHEET- CHARITY**

	Notes	2020 £	2019 restated £
Fixed Assets	8	9,475	6,367
Investments		1	1
<b>Current Assets</b>			
Debtors	9	101,450	182,989
Cash in hand		303,868	247,590
<b>Total Current Assets</b>		405,318	430,579
<b>Liabilities</b>			
Creditors: Amounts falling due within 1 year	10	243,846	335,709
<b>Net Current Assets</b>		161,472	94,870
<b>Total Net Assets</b>		<u>170,948</u>	<u>101,238</u>
<b>Funds of the charity:</b>			
Unrestricted Fund		<u>170,948</u>	<u>101,238</u>
Total Funds		<u>170,948</u>	<u>101,238</u>

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP. The accounts were approved and authorised for issue by the Trustees and signed on their behalf by:

*Karen Hartshorn*

20 May 2021

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Chairman  
Karen Hartshorn

*Justin Hodges*

21 May 2021

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Chairman of Finance and General Purposes Committee  
Justin Hodges

**IDPE**  
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**STATEMENT OF CASH FLOWS AND CONSOLIDATED STATEMENT OF CASH FLOWS**

	<b>Group 2020 £</b>	<b>Charity 2020 £</b>	<b>Group 2019 £</b>	<b>Charity 2019 £</b>
<b>Cash flow from operating activities</b>	57,541	61,826	(13,316)	(29,367)
Interest paid	-	-	-	-
<b>Net cash flow from operating activities</b>	<b>57,541</b>	<b>61,826</b>	<b>(13,316)</b>	<b>(29,367)</b>
<b>Cash flow from investing activities</b>				
Proceeds from sale tangible fixed assets	-	-	21	21
Payments to acquire investments	(5,609)	(5,609)	-	-
Interest received	61	61	218	218
<b>Net cash flow from investing activities</b>	<b>(5,548)</b>	<b>(5,548)</b>	<b>239</b>	<b>239</b>
<b>Net decrease in cash and cash equivalents</b>	<b>51,993</b>	<b>56,278</b>	<b>(13,077)</b>	<b>(29,128)</b>
<b>Cash and cash equivalents at 1<sup>st</sup> January 2020</b>	<b>263,641</b>	<b>247,590</b>	<b>276,718</b>	<b>276,718</b>
<b>Cash and cash equivalents at 31<sup>st</sup> December 2020</b>	<b>315,634</b>	<b>303,868</b>	<b>263,641</b>	<b>247,590</b>
<b>Cash and cash equivalents consists of:</b>				
Cash at bank and in hand	315,634	303,868	263,641	247,590
<b>Cash and cash equivalents at 31<sup>st</sup> December 2020</b>	<b>315,634</b>	<b>303,868</b>	<b>263,641</b>	<b>247,590</b>

**Reconciliation of net income to net cash flow from operating activities**

	<b>2020 Group £</b>	<b>2020 Charity £</b>	<b>2019 Group £</b>	<b>2019 Charity £</b>
Net income for year	8,234	69,710	15,365	20,085
Depreciation of tangible fixed assets	2,501	2,501	761	761
Interest receivable	(61)	(61)	(218)	(218)
(Increase) / decrease in debtors	99,942	81,539	(164,738)	(161,569)
Increase / (decrease) in creditors	(53,075)	(91,863)	135,514	111,574
<b>Net cash flow from operating activities</b>	<b>57,541</b>	<b>61,826</b>	<b>(13,316)</b>	<b>(29,367)</b>

**IDPE**  
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**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS CONTINUED...**

## **1. ACCOUNTING POLICIES**

### **General**

#### **Basis of Accounting**

The charity constitutes a public benefit entity as defined by FRS102. These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts and in accordance with the with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

#### **Legal Status of the Charity**

IDPE is a private limited company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found on the company information page. The presentational currency of the accounts is pound sterling.

#### **Incoming Resources**

Subscriptions, charges and interest income are accounted for on a receivable basis. Monies received in advance are accounted for in the appropriate accounting period.

#### **Resources Expended**

All expenditure and liabilities incurred in the financial year are accounted for in that year.

Support costs comprise those costs incurred by the Main Office in Bath including Trustees expenses. Support costs are apportioned 5% to the cost of generating funds, and 95% to charitable activities. This is based on an estimated allocation of time.

Trustees are responsible for approving any salary rises and the CEOs are responsible in consultation with members of the Senior Management Team for approving salaries for new starters. Periodically an external review of staff and their hours and salaries is carried out with approval by the Trustees.

#### **Fixed assets**

Tangible and Intangible fixed assets are stated at cost less depreciation and amortisation. Capital expenditure is deemed to be items purchased at £500 or over, that have a useful life of more than one year. Depreciation and Amortisation are provided at rates calculated to write off the cost of the assets, less their estimated residual value, over their expected useful lives on the following bases:

Fixtures, fittings and equipment – 5 years straight line basis

Website Development – 5 years straight line basis

Investments – The investment represents shares held in IDPE (Trading) Limited (company number 11073956) which is a wholly owned subsidiary. The company was incorporated on 21 November 2017 and started trading on 1 January 2018.

#### **Debtors**

Trade and other debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid.

#### **Cash**

Cash at bank includes short term highly liquid investments with a short maturity of three months or less.

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**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS CONTINUED...**

**Creditors**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount.

**Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**Charitable activities**

IDPE arranges collaborative events, such as a Schools Bursaries Conference every other year, with other organisations. In some instances IDPE takes overall responsibility for all income and expenditure for such an event, and the profit is shared between the collaborating organisations. As financial responsibility changes from year to year between organisations, these accounts and comparative figures have been compiled showing the overall profit figure earned by IDPE at such events to ensure year on year comparatives are meaningful, regardless of which organisation manages the income and expenditure accounting.

**Group financial statements**

These group financial statements consolidate the results of the charity and its wholly-owned subsidiary IDPE (Trading) Limited, both of which make up their financial statements to 31 December. A separate statement of financial activities, or income and expenditure account, for the charity itself is not presented because the charity has taken advantage of the exemptions afforded by Section 408 of the Companies Act 2006.

**Funds**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

**Going Concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

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**2. Income from Trading subsidiary**

The wholly-owned trading subsidiary, IDPE (trading) limited, company number 11073956, which is incorporated in the United Kingdom, pays all its taxable profits to the charity by Gift Aid. IDPE (trading) Limited provides job advertising. The charity owns the entire issued share capital of 1 ordinary share of £1. A summary of the trading results as recorded in that company's statutory accounts (therefore, gross of all intra-group transactions) is shown below:-

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>Turnover and interest receivable</b>		
Job Advertising	31,112	74,832
<b>Cost of sales and administrative expenses</b>	(5,889)	(3,133)
Profit for the period	<u>25,223</u>	<u>71,699</u>

**3. Income from charitable activities is broken down as follows:**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Conferences and seminars	134,176	277,384
Membership subscriptions	194,385	192,999
Book sales	834	2,050
	<u>329,395</u>	<u>472,432</u>

4. Costs of generating funds is 5% of the total direct and support costs borne by the main account together with trading subsidiary operations.

**5. Costs of Charitable Activities - Group**

	<i>Direct</i>	<i>Support</i>	<i>Total</i>	<i>Total</i>
	<i>costs</i>	<i>Costs</i>	<i>2020</i>	<i>2019</i>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Conferences and seminars	62,723	-	62,723	158,493
Support to members	-	294,709	294,709	345,139
	<u>62,723</u>	<u>294,709</u>	<u>357,432</u>	<u>503,632</u>
	<i>Direct</i>	<i>Support</i>	<i>Total</i>	
	<i>Costs</i>	<i>Costs</i>	<i>2019</i>	
	<b>£</b>	<b>£</b>	<b>£</b>	
Conferences and seminars	158,493	-	158,493	
Support to members	-	345,139	345,139	
	<u>158,493</u>	<u>345,139</u>	<u>503,632</u>	

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Support costs allocated to charitable activities

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Staff costs	230,003	234,783
Office costs	15,573	18,552
Premises costs	15,327	16,408
Admin expenses	9,726	18,570
Marketing and PR	2,563	8,891
Unclaimable VAT	8,270	23,864
Legal & professional costs	11,978	21,356
Sundry charitable expenditure	1,269	2,716
	<u>294,709</u>	<u>345,139</u>

**6. Staff costs**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Salaries and wages	219,894	228,121
Social security costs	13,534	10,229
Pension costs	8,680	8,790
Total	<u>242,109</u>	<u>247,140</u>

No employee earned more than £60,000. Average number of full time equivalent employees employed during the year was 7 (2 full time employees and 9 part-time) (2019: 7 full time equivalents). Of these two were employed on fundraising, two on governance and finance and the others on charitable activities. Key management personnel comprised the CEOs, the Finance Manager and the Business Manager— all of whom are part-time. Their total combined salaries were £115,534 (2019: £120,560).

**7. Group- Net movement in funds is after charging:**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Audit fees	5,808	5,808
Lease Costs	17,893	14,883
Depreciation	2,501	761
	<u>26,202</u>	<u>21,452</u>

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**8. Fixed Assets- Charity**

	<b>Fixtures, fittings and equipment</b>	<b>Website Development</b>	<b>Investments</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
At 1.1.20	12,048	-	1	12,049
Additions	609	5,000	-	5,609
At 31.12.20	12,657	5,000	1	17,658
At 1.1.20	5,681	-	-	5,681
Depreciation	2,501	-	-	2,501
At 31.12.20	8,182	-	-	8,182
Net book value at 1.1.20	6,367	-	1	6,368
Net book value at 31.12.20	4,475	5,000	1	9,476

**9. Debtors:**

	<b>2020 Group £</b>	<b>2020 Charity £</b>	<b>2019 Group £</b>	<b>2019 Charity £</b>
Trade Debtors	96,093	90,773	168,053	150,184
Intercompany IDPE Trading Ltd	-	5,854	-	-
Prepayments and accrued income	4,823	4,823	28,377	28,377
Other debtors	-	-	4,428	4,428
	100,916	101,450	200,858	182,989

The 2019 trade debtors have been restated to include sales invoices raised before the year end where the income has been deferred.

**10. Creditors:**

	<b>2020 Group £</b>	<b>2020 Charity £</b>	<b>2019 Group £</b>	<b>2019 Charity £</b>
Trade Creditors	1,951	1,951	1,842	1,842
Intercompany IDPE Trading Ltd	-	-	-	38,788
Deferred income	220,010	220,010	249,520	249,520
Accruals	5,808	4,800	5,808	4,800
Tax & Security Costs	5,731	5,731	27,711	27,711
Other creditors	11,354	11,354	13,048	13,048
	244,854	243,846	297,929	335,709

Deferred income comprises of advance receipts for 2021 membership subscriptions, 2021 seminar places and 2021 IDPE annual conference places. The 2019 deferred income has been restated to include sales invoices raised at the year end that are deferred to the following year.

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**11. Financial instruments**

The carrying amount of the financial instruments are as follows:

<b>Group</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>Financial assets</b>		
Debt instruments measured at amortised cost:		
- Trade debtors (note 9)	96,093	168,053
<b>Financial liabilities</b>		
Measured at amortised cost:		
- Trade creditors (note 10)	1,951	1,842
<b>Charity</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>Financial assets</b>		
Debt instruments measured at amortised cost:		
- Trade debtors (note 9)	90,773	150,184
- Amounts owed from group undertakings (note 9)	5,854	-
	<u>96,627</u>	<u>150,184</u>
Equity instruments measured at amortised cost less impairment:		
- Fixed asset unlisted investments (note 8)	1	1
<b>Financial liabilities</b>		
Measured at amortised cost:		
- Trade creditors (note 10)	1,951	1,842
- Amounts owed to group undertakings (note 10)	-	38,788
	<u>1,951</u>	<u>40,630</u>

**12. Related party transactions**

The charity has taken advantage of the exemption, under the terms of Financial Reporting Standard 102 'The Finance Reporting Standard applicable in the UK and Republic of Ireland', not to disclose related party transactions with wholly owned subsidiaries within the group.

Trustees only received payment of expenses for actual expenditure necessarily incurred whilst they were carrying out their function as trustees of the charity. No trustee received remuneration or other benefit from their work with the charity. In 2020 no related party transactions were reported.

Travel and subsistence costs of £nil (2019: £1,219) were reimbursed to trustees or paid directly to third parties on their behalf.

**IDPE**  
**REPORT AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS CONTINUED...**

**13. Operating Lease Commitments**

The following operating lease commitments reported as at 31 December 2020 were as follows:

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Within the year	10,706	24,821
Between 2 and 5 years	10,693	53,107
More than five years	-	-
	<u>21,399</u>	<u>77,928</u>

**14. Ultimate Controlling Party**

The Trustees consider that the charity is jointly controlled by the trustees and that there is no ultimate controlling party.