

INSTITUTE OF MONEY ADVISERS
(A COMPANY LIMITED BY GUARANTEE)
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

Company Registration No. 05386480 (England and Wales)

Charity Registration No. 1112758

INSTITUTE OF MONEY ADVISERS

(A COMPANY LIMITED BY GUARANTEE)

LEGAL AND ADMINISTRATIVE INFORMATION

| | |
|--------------------------|--|
| Trustees | J Clack S Mercer R Rosenberg - co-opted J Fielding S Williams L Goldberg - co-opted (Appointed 22 February 2021) A Walters - co-opted (Appointed 22 February 2021) A Shafiq (Appointed 27 September 2021) |
| Secretary | S Williams |
| Charity number | 1112758 |
| Company number | 05386480 |
| Principal address | The Charity operates virtually Correspondence to: PO Box 526 Leeds LS17 1NS |
| Registered office | Carlton House Grammar School Street Bradford BD1 4NS |
| Auditor | Alison Whalley FCA Naylor Wintersgill Limited Carlton House Bradford BD1 4NS |
| Bankers | Co-operative Bank plc PO Box 250 Delf House Southway Skelmersdale WN8 6WT Unity Trust Bank Nine Brindleyplace Birmingham B1 2HB |

INSTITUTE OF MONEY ADVISERS

(A COMPANY LIMITED BY GUARANTEE)

CONTENTS

| | Page |
|--|-------------|
| Trustees report | 1 - 8 |
| Statement of Trustees responsibilities | 9 |
| Independent auditor's report | 10 - 12 |
| Statement of financial activities | 13 |
| Balance sheet | 14 |
| Statement of cash flows | 15 |
| Notes to the financial statements | 16 - 29 |

**INSTITUTE OF MONEY ADVISERS
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 DECEMBER 2021**

The Trustees present their annual report and financial statements for the year ended 31 December 2021.

The accounts have been prepared in accordance with the accounting policies set out in note to the accounts and comply with the Charity's Articles of Association, the Companies Act 2006 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 (FRS 102) (effective 1 January 2019)". The charity is a public benefit entity as defined by FRS102.

Objectives and activities

The object of the charity is the relief and prevention of financial hardship in particular but not exclusively by

- (i) the promotion of high standard in the provision of free-to-client money advice;
- (ii) the provision of education and training for money advisers;
- (iii) the advancement of the education of the public in the subject of money matters, debt and the management of personal finances.

In pursuit of these aims, over the past year, the Institute of Money Advisers (IMA) has undertaken the following activities: -

- Managed and further developed the Accreditation Scheme for Money Advisers.
- Researched and identified training needs relating to relief of poverty, introducing three new course topics as a result: 'Beneficial Interest & Debt', 'Benefits Advice for Money Advisers', and 'Parking and Traffic Penalties.'
- Continued to deliver all training online, following the suspension of face-to-face training due to the pandemic in March 2020.
- Secured Money Advice Trust funding to provide free training for advisers in projects funded by the Money and Pensions Service.
- Secured Thames Water Trust Fund and United Utilities Trust Fund grant revenue to provide bursary support to advisers studying the Certificate in Money Advice Practice.
- Approved 23 new Intermediaries for the Insolvency Service to process Debt Relief Orders in England, Wales and Northern Ireland.
- Published four issues of Quarterly Account, the Institute's legal news journal.
- Communicated with members through regular e-bulletins to keep advisers informed about sector developments.
- Updated the IMA website providing information and resources to support advisers' work.

How activities have delivered public benefit

The IMA has provided training, information resources and education to money advisers to develop high standards in free-to-client advice to relieve and prevent financial hardship to the public.

The board has reviewed the guidance issued by the Charity Commission regarding public benefit, and are satisfied the charity complies with the duty in section 4 of the 2011 Charities Act.

**INSTITUTE OF MONEY ADVISERS
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 DECEMBER 2021**

Achievements and performance

- Maintained an average of 1749 individual members during 2021.
- Retained our status as a Competent Authority for the Insolvency Service in England, Wales and Northern Ireland for approving Intermediaries to deliver Debt Relief Orders.
- Maintained an average of 186 approved intermediaries to deliver Debt Relief Orders to people who are over-indebted.
- Carried out training needs analysis and provided relevant mainstream and bespoke training courses for advisers.
- Provided 2075 open programme training course places on a total of 30 different course topics.
- Delivered an additional 69 'in-house' training courses to 975 advisers, meeting the requesting organisation's training requirements.
- Enrolled 153 advisers onto the professional qualification in debt advice, the Certificate in Money Advice Practice. Between 2010, when the qualification was introduced, and 2021, a total of 1855 advisers had obtained CertMAP.
- Delivered the IMA's annual conference online, incorporating the eleventh Money Advice Awards Ceremony, following the cancellation of the previous year's event due to the pandemic.
- Assessed accredited members' compliance with the IMA's Continuing Professional Development scheme and Professional Code of Conduct.
- With funding from the Money and Pensions Service, assessed MaPS-funded advisers' compliance with an adapted version of the IMA's Continuing Professional Development scheme, in partnership with the Money Advice Trust.
- Provided a commercial case-file audit service to support the development and assurance of quality in the sector.
- Continued active involvement in a range of other forums affecting the sector including the Money Advice Liaison Group, the Taking Control Partnership and the Insolvency Service's Competent Authorities Group.
- Conveyed member's concerns to government about the proposed Breathing Space scheme, and responded to it's consultation on widening access to Debt Relief Orders.

Financial review

The financial statements are set out pages 9 to 26. The trustees consider the financial performance by the charity during the year to have been satisfactory.

The Statement of Financial Activities shows a total income of £991,529 (2020 £551,194) and total costs of £675,874 (2020 £510,835) resulting in a surplus of £315,655 (2020 £40,359) which includes restricted funds of £149,717 (2020 £nil).

The IMA's risk profile has worsened due to a combination of transformational change in the debt advice sector and as a consequence of the pandemic, which has challenged many organisations and demonstrated the importance of achieving financial resilience by retaining sufficient reserves. In addition, the IMA has been notified that grant income, which represented one third of our income in 2021, will discontinue from April 2022. Therefore, IMA Trustees are taking a more prudent approach to the management of the charity's reserves in light of actual and potential financial risks.

**INSTITUTE OF MONEY ADVISERS
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 DECEMBER 2021**

None of the IMA's income can be considered secure and continuing uncertainty regarding future funding for the free debt advice sector increases the financial risk to the Institute, particularly relating to membership and training revenue. Trustees are committed to ensuring the charity can continue to provide a full level of service and support to members, should financially damaging circumstances arise.

Balancing the needs of beneficiaries today and beneficiaries in the future, Trustees therefore consider it appropriate to hold free reserves equivalent to at least 9 months' operating costs which currently equates to £434,859. This would provide time for alternate funding sources to be sought and the development of strategies allowing the IMA to continue to meet its charitable objects.

In addition, Trustees have agreed to put aside specific reserves of £22,859 for a Fixed Asset Fund; £3,500 to provide in exceptional circumstances financial support to students on 2022 cohorts of CertMAP; an IT equipment reserve of £3,000; £22,254 for subscription and final development costs of a Customer Relationship Management system; £20,000 to commission further independent research building on our wellbeing and workloads research in 2020; £5,000 to fund research into engagement with IMA training; £21,500 to employ a fixed-term Policy Officer for 12 months; £4,000 to subsidise IMA member training places to non-MaPS funded advisers; £2,000 to provide an IMA Branch Support Fund; £2,000 to cover interim costs of IMA Branch Money Advice Group meetings; £2,248 for internal learning and development; £2,500 for Trustee learning and development; £4,000 to provide subsidised places to members attending the IMA annual conference; and £2,000 to cover the costs of delivering webinars free-of-charge to members.

The trustees also considered it prudent to hold a Contingency Fund of £49,107, within the designated funds to cover costs in the event of winding up the IMA business.

The unrestricted reserves at 31 December 2021 stood at £852,914 (2020 £686,976) of which designated funds are £165,968 (2020 £140,903) and general unrestricted funds are £686,946 (2020 £546,073)

To summarise, Unrestricted Reserves going forward should have a minimum value of £600,827 including any Designated Reserves, with Contingency Fund, totalling £165,968.

This Reserves Policy will be reviewed on an annual basis to ensure continuing appropriateness in light of the requirements of the IMA at that time.

Availability and adequacy of assets of each of the funds

The Board of trustees is satisfied that the IMA's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

Principal Funding Sources

How our expenditure in the year has supported our objectives.

Education

Integral to meeting our charitable purpose is the provision of education and training for money advisers. To this end, in 2021 the Institute provided:

- i. the Certificate of Credit in Money Advice Practice qualification (in partnership with Staffordshire University) and
- ii. the IMA Specialist Training Programme
- iii. free webinars to IMA members.

**INSTITUTE OF MONEY ADVISERS
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 DECEMBER 2021**

Qualification

Awarding the Certificate in Money Advice Practice to 125 IMA members in 2021 ensured they met the quality standard required in this highly-skilled area of work and became recognised as Accredited Money Advisers.

Bursary funding from the United Utilities Trust Fund and the Thames Water Trust Fund subsidised the cost of studying the CertMAP qualification for IMA members assisting clients in those water regions. In 2021, bursary funding from United Utilities Trust Fund was fully expended and we continued to explore other student funding opportunities.

Training

We delivered a total of 152 open programme and in-house online training courses throughout the year.

Thanks to funding from the Money and Pensions Service (via a Money Advice Trust grant) 671 advisers attended open programme training free of charge, and a further 441 received free training in-house.

Learning events at the virtual IMA Annual Conference

Twelve CPD-accredited workshop topics were offered during our four-day online conference, including:

- Benefits Update for Money Advisers
- Dealing with Tax Debts
- Credit Unions Child Benefit Loans
- Advising Students: Tips for Debt Advisers.

Relief and prevention of financial hardship

Providing the education, training and support services to IMA members outlined in this report helps to improve and maintain the quality of advice provided by money advisers; in turn, the work of money advisers supporting those with unmanageable debt and maximising their incomes, helps to relieve financial hardship and advance public education in the subject of money matters, debt and the management of personal finances.

Our policy work, including evidence obtained from IMA members, enabled us to respond to issues which threaten, cause or compound financial hardship.

As a Debt Relief Order Competent Authority, the IMA was directly involved in the relief of financial hardship during 2021, with our staff assessing and authorising only applicants with the requisite skills and competence to act as Approved Intermediaries. IMA Approved Intermediaries were then able to submit Debt Relief Order applications on behalf of insolvent people, eventually leading to the discharge of their debt.

**INSTITUTE OF MONEY ADVISERS
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 DECEMBER 2021**

Influence Policy and Practice

We met with Lord Lucas and provided a written briefing highlighting IMA members' concerns about the proposed Breathing Space scheme. Our key points were tabled as amendments to the House of Lords Grand Committee on the Financial Services Bill, albeit the regulations were passed unamended.

We responded to the Government's consultation on widening access to Debt Relief Orders, welcoming proposed increases to the disposable income, debt and asset limits. We also recommended a full review of statutory and non-statutory debt solutions to address gaps and barriers in the current options.

We obtained IMA members' views on credit unions and published the results, which were shared with the Financial Conduct Authority. We also summarised the results in a Quarterly Account article that further explored members concerns about Child Benefit loans.

We asked IMA members about their experience using interpreters and translators to support foreign language speakers needing debt advice and published the results.

Building on our 2020 report, 'Workload conditions and wellbeing in the money advice sector', we conducted an exploratory survey of IMA members to find out 'What is a manageable debt advice caseload?' We held a virtual members' meeting to discuss the results, which were published in a report circulated to sector stakeholders, including the Money and Pensions Service.

In response to a resolution passed at the IMA's 2021 AGM, we wrote to the Secretary of State for Work and Pensions asking that the £20 uplift to Universal Credit be retained to avoid exacerbating the difficulties of people struggling with problem debt.

We also wrote to the Money and Pensions Service, asking it to continue funding local face-to-face debt advice services which were at risk of being cut as a consequence of its recommissioning exercise.

Risk Assessment

Trustees regularly review the risks to which the Institute is exposed and, given the ongoing commissioning of debt advice services by the Money and Pensions Service (MaPS) environment, the principal risk relates to funding uncertainty and particularly its likely impact on revenue from membership fees and training.

To mitigate these risks, we shall explore opportunities to extend the reach of our training and to actively recruit new members.

The IMA risk register is reviewed and updated at each Trustee Board meeting, ensuring effective risk management and mitigation.

Plans and Main Objectives for the Forthcoming Year

In 2022, the IMA Trustee Board plans to build on the success of the previous twelve months, ensuring that high quality training, education and support services are available to advisers who make a difference to over-indebted people and those who are struggling to budget.

**INSTITUTE OF MONEY ADVISERS
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 DECEMBER 2021**

Strategy for Achieving Objectives in 2022

Support quality in the provision of money advice by maintaining IMA Accreditation, involving further development of the IMA's CertMAP qualification, Continuing Professional Development scheme and Professional Code of Conduct.

In partnership with Staffordshire University, deliver the CertMAP qualification to two further cohorts of up to 100 students each.

Seek additional bursary funding to help to make the CertMAP qualification available to those working in organisations with limited/reduced funding sources.

Support the training and education of advisers by delivering an up to date IMA Training Programme, relevant and responsive to adviser need and sector developments.

Implement a Customer Relationship Management (CRM) system to improve IMA member experience and reduce manual processing work.

Take steps to extend the reach of IMA training by commissioning marketing research to identify potential new customers and by developing new subjects.

Seek sponsorship and funding to support the provision of free and subsidised training and events.

Hold a virtual Annual Conference, including the thirteenth Money Advice Awards Ceremony.

Deliver four free CPD-accredited webinars to IMA members.

Provide a commercial case-file audit service to support the development and assurance of quality in the sector.

Increase the Institute's policy influencing capacity by recruiting a Policy Officer.

Undertake further independent research building on issues identified in our 2020 report into adviser workload conditions and wellbeing.

Develop an action plan to improve equality, diversity and inclusion across the organisation.

**INSTITUTE OF MONEY ADVISERS
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 DECEMBER 2021**

Structure, governance and management

The charity is a company limited by guarantee registered in England and Wales(Registered company no 05386480) and is governed by its Articles of Association. It was incorporated on 9 March 2005 and registered as a charity on 18 January 2006 (Registered Charity no 1112758).

The Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

| | |
|------------------------|-------------------------------|
| T Budd - co-opted | (Resigned 17 February 2021) |
| T Lett | (Resigned 27 September 2021) |
| J Phipps | (Resigned 2 February 2021) |
| J Clack | |
| S Mercer | |
| R Rosenberg - co-opted | |
| J Fielding | |
| S Williams | |
| L Goldberg - co-opted | (Appointed 22 February 2021) |
| A Walters - co-opted | (Appointed 22 February 2021) |
| A Shafiq | (Appointed 27 September 2021) |

Appointment of trustees is governed by the charity's Articles of Association. Trustees are elected by ballot at the General Meeting and the Ordinary Members shall take office for three years, save for the first three years following incorporation when one third of the originally elected Trustees shall retire in rotation but may be re-elected.

The trustees have the power to co-opt up to four further members to fill specialist roles. A Co-opted Director's period of appointment runs up to the date of the AGM following co-option. One further Director is elected by the Council of the Institute as its representative on the Board of Trustees.

All members are circulated with invitations to nominate trustees prior to the Annual General Meeting (AGM) advising them of the retiring trustees and requesting nominations for the AGM. When considering co-opting trustees, the Board has regard to the requirement for any specialist skills needed.

None of the Trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of the charity winding up.

Organisation of the Charity

All strategic decisions affecting the IMA are made by the Board. The Board can decide to delegate powers to make decisions in specific areas to relevant sub-committees; these will be described in individual sub-committees Terms of Reference, the IMA Membership Rules and the Articles of Associations. Responsibility to make decisions about the day to day running of each element of the organisation is allocated to the relevant members of management team under supervision of the Chief Executive Officer.

Chief Executive Officer

The IMA's CEO is Robert Wilson, who joined the organisation in March 2014.

**INSTITUTE OF MONEY ADVISERS
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 DECEMBER 2021**

Related Parties

In the delivery of some of our strategic aims, the IMA will partner with other organisations:

We will partner with the Staffordshire University to deliver the debt advice qualification, the Certificate of Credit in Money Advice Practice.

Through a grant from the Money Advice Trust, we will seek to offer free training to Money and Pensions Service funded debt advice projects.

The IMA will continue to work with a wide range of stakeholders involved in the delivery of money advice to promote quality and share good practice.

Auditor

In accordance with the company's articles, a resolution proposing that Naylor Wintersgill Limited be reappointed as auditor of the company will be put at a General Meeting.

Disclosure of information to auditor

Each of the Trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

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

The Trustees report was approved by the Board of Trustees.

DocuSigned by:

D48D8C676FAC455...
J Clack
Chair of the trustees
Dated: 25 April 2022

DocuSigned by:

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L Goldberg
Treasurer
Dated: 25 April 2022

**INSTITUTE OF MONEY ADVISERS
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF TRUSTEES RESPONSIBILITIES
*FOR THE YEAR ENDED 31 DECEMBER 2021***

The Trustees, who are also the directors of Institute of Money Advisers for the purpose of company law, are responsible for preparing the Trustees Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the Trustees are required to:

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

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

**INSTITUTE OF MONEY ADVISERS
(A COMPANY LIMITED BY GUARANTEE)
INDEPENDENT AUDITOR'S REPORT
TO THE TRUSTEES OF INSTITUTE OF MONEY ADVISERS**

Opinion

We have audited the financial statements of Institute of Money Advisers (the 'Charity') for the year ended 31 December 2021 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the 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 charitable company's affairs as at 31 December 2021 and of its incoming resources and application of resources, 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.

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 Charity 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 Charity'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 other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information contained within the annual report. 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. 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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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 our audit:

- the information given in the Trustees report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the Trustees report has been prepared in accordance with applicable legal requirements.

**INSTITUTE OF MONEY ADVISERS
(A COMPANY LIMITED BY GUARANTEE)
INDEPENDENT AUDITOR'S REPORT (CONTINUED)
TO THE TRUSTEES OF INSTITUTE OF MONEY ADVISERS**

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the Charity and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the Trustees report.

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' 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 Trustees report and from the requirement to prepare a strategic report.

Responsibilities of Trustees

As explained more fully in the statement of Trustees responsibilities, the Trustees, who are also the directors of the Charity for the purpose 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 Charity'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 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

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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

**INSTITUTE OF MONEY ADVISERS
(A COMPANY LIMITED BY GUARANTEE)
INDEPENDENT AUDITOR'S REPORT (CONTINUED)
TO THE TRUSTEES OF INSTITUTE OF MONEY ADVISERS**

Capability of the audit in detecting irregularities, including fraud

Based on our understanding of the Charity and its industry, we identified that the principal risks of non-compliance with laws and regulations related to breaches of UK law and we considered the extent to which non-compliance might have a material effect on the financial statements of the Charity. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements such as 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 posting inappropriate journal entries to increase revenue or reduce expenditure or increase the capital position of the Charity, and management bias in accounting estimates and judgmental areas of the financial statements. Audit procedures performed by the engagement team included:

- Discussions with directors including consideration of known or suspected instances of non-compliance with laws and regulation and fraud;
- Reviewing relevant meeting minutes;
- Reviewing of correspondence in so far as they related to non-compliance with laws and regulations and fraud;
- Identifying and testing journal entries, in particular any journal entries posted with unusual account combinations, posted on unusual days, posted by infrequent users, posted by senior management or posted with descriptions indicating a higher level of risk;

Designing audit procedures to incorporate unpredictability around the nature, timing or extent of our testing over immaterial liabilities and assets balances.

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.

This report is made solely to the company's members, as a body, in accordance with section 391 of the Companies Act 2014. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an 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 company and the company's members, as a body, for our audit work, for this report, or for the opinions we have formed.

DocuSigned by:

Alison Whalley

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Alison Whalley (Senior Statutory Auditor)
for and on behalf of Naylor Wintersgill Limited

25 April 2022

Chartered Accountants
Statutory Auditor

Carlton House
Grammar School Street
Bradford
BD1 4NS

INSTITUTE OF MONEY ADVISERS
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2021

| | | Unrestricted funds 2021 £ | Restricted funds 2021 £ | Total 2021 £ | Unrestricted funds 2020 £ | Restricted funds 2020 £ | Total 2020 £ |
|---|---|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| Notes | | | | | | | |
| <u>Income from:</u> | | | | | | | |
| Donations and legacies | 3 | 12,530 | 411,509 | 424,039 | 22,675 | 99,293 | 121,968 |
| Income from charitable activities | 4 | 549,676 | 13,208 | 562,884 | 415,361 | 9,500 | 424,861 |
| Investments | 5 | 4,606 | - | 4,606 | 4,365 | - | 4,365 |
| Total income | | 566,812 | 424,717 | 991,529 | 442,401 | 108,793 | 551,194 |
| <u>Expenditure on:</u> | | | | | | | |
| Expenditure on charitable activities | 6 | 400,874 | 275,000 | 675,874 | 402,042 | 108,793 | 510,835 |
| Net income for the year/ Net movement in funds | | 165,938 | 149,717 | 315,655 | 40,359 | - | 40,359 |
| Fund balances at 1 January 2021 | | 686,976 | - | 686,976 | 646,617 | - | 646,617 |
| Fund balances at 31 December 2021 | | 852,914 | 149,717 | 1,002,631 | 686,976 | - | 686,976 |

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

INSTITUTE OF MONEY ADVISERS
(A COMPANY LIMITED BY GUARANTEE)
BALANCE SHEET

AS AT 31 DECEMBER 2021

| | Notes | 2021 £ | £ | 2020 £ | £ |
|---|-------|-----------------|------------------|-----------------|----------------|
| Fixed assets | | | | | |
| Tangible assets | 12 | | 22,858 | | 3,913 |
| Current assets | | | | | |
| Debtors | 13 | 88,877 | | 111,662 | |
| Cash at bank and in hand | | 908,534 | | 610,090 | |
| | | <u>997,411</u> | | <u>721,752</u> | |
| Creditors: amounts falling due within one year | 14 | <u>(17,638)</u> | | <u>(38,689)</u> | |
| Net current assets | | | 979,773 | | 683,063 |
| Total assets less current liabilities | | | <u>1,002,631</u> | | <u>686,976</u> |
| Income funds | | | | | |
| Restricted funds | 16 | | 149,717 | | - |
| <u>Unrestricted funds</u> | | | | | |
| Designated funds | 17 | 165,968 | | 140,903 | |
| General unrestricted funds | | <u>686,946</u> | | <u>546,073</u> | |
| | | | 852,914 | | 686,976 |
| | | | <u>1,002,631</u> | | <u>686,976</u> |

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 25 April 2022

DocuSigned by:

Laurence Goldberg

00BE3A9DB19F482...
L Goldberg

Trustee

DocuSigned by:

Jane Clack

D48D8C676FAC455...
J Clack

Trustee

Company Registration No. 05386480

INSTITUTE OF MONEY ADVISERS
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2021

| | Notes | 2021 £ | £ | 2020 £ | £ |
|---|-------|-----------|----------|-----------|---------|
| Cash flows from operating activities | | | | | |
| Cash generated from operations | 22 | | 318,978 | | 44,971 |
| Investing activities | | | | | |
| Purchase of tangible fixed assets | | (25,140) | | (659) | |
| Investment income received | | 4,606 | | 4,365 | |
| Net cash (used in)/generated from investing activities | | | (20,534) | | 3,706 |
| Net cash used in financing activities | | | - | | - |
| Net increase in cash and cash equivalents | | | 298,444 | | 48,677 |
| Cash and cash equivalents at beginning of year | | | 610,090 | | 561,413 |
| Cash and cash equivalents at end of year | | | 908,534 | | 610,090 |

INSTITUTE OF MONEY ADVISERS
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

1 Accounting policies

Charity information

Institute of Money Advisers is a private company limited by guarantee incorporated in England and Wales. The registered office is Carlton House, Grammar School Street, Bradford, BD1 4NS.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 (FRS 102)" (effective 1 January 2019). The Charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity.

1.4 Incoming resources

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

INSTITUTE OF MONEY ADVISERS
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021

1 Accounting policies (Continued)

1.5 Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

| | |
|-----------------------|-------------------|
| Fixtures and fittings | 33% Straight line |
|-----------------------|-------------------|

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

**INSTITUTE OF MONEY ADVISERS
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021**

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

INSTITUTE OF MONEY ADVISERS
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021

3 Donations and legacies

| | Unrestricted funds | Restricted funds | Total | Unrestricted funds | Restricted funds | Total |
|--|-----------------------|---------------------|----------------|-----------------------|---------------------|----------------|
| | 2021 £ | 2021 £ | 2021 £ | 2020 £ | 2020 £ | 2020 £ |
| Donations and gifts | 12,530 | - | 12,530 | 22,675 | - | 22,675 |
| Grant listed below | - | 411,509 | 411,509 | - | 99,293 | 99,293 |
| | <u>12,530</u> | <u>411,509</u> | <u>424,039</u> | <u>22,675</u> | <u>99,293</u> | <u>121,968</u> |
| Grants receivable for core activities | | | | | | |
| Money and Pensions Service (Networking and Information Sharing Project) | - | 15,817 | 15,817 | - | 58,050 | 58,050 |
| Money Advice Trust (Quality Improvement and CPD Projects) | - | 47,942 | 47,942 | - | 41,243 | 41,243 |
| Money and Pensions Service (Debt Relief Orders) | - | 347,750 | 347,750 | - | - | - |
| | <u>-</u> | <u>411,509</u> | <u>411,509</u> | <u>-</u> | <u>99,293</u> | <u>99,293</u> |

INSTITUTE OF MONEY ADVISERS
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021

4 Income from charitable activities

| | Money Advice | Annual | Total | Money Advice | Annual | Total |
|---------------------------|----------------|---------------|----------------|----------------|--------------|----------------|
| | 2021 | Conference | 2021 | 2020 | Conference | 2020 |
| | £ | 2021 | £ | £ | 2020 | £ |
| Subscriptions - members | 169,879 | - | 169,879 | 164,988 | - | 164,988 |
| Quarterly Account | 6,327 | - | 6,327 | 6,226 | - | 6,226 |
| Advertising | 8,050 | - | 8,050 | 6,300 | - | 6,300 |
| Training | 89,295 | - | 89,295 | 63,602 | - | 63,602 |
| MAT training grants | 157,480 | - | 157,480 | 108,760 | - | 86,210 |
| CertMAP | 69,200 | - | 69,200 | 59,425 | - | 59,425 |
| CertMAP bursary funding | 13,208 | - | 13,208 | 9,500 | - | 9,500 |
| Quality audit service | 1,975 | - | 1,975 | 2,560 | - | 2,560 |
| Annual conference | - | 25,470 | 25,470 | - | - | - |
| Sponsorships - Conference | - | 22,000 | 22,000 | - | 3,500 | 3,500 |
| | <u>515,414</u> | <u>47,470</u> | <u>562,884</u> | <u>421,361</u> | <u>3,500</u> | <u>424,861</u> |
| Analysis by fund | | | | | | |
| Unrestricted funds | 502,206 | 47,470 | 549,676 | 411,861 | 3,500 | 415,361 |
| Restricted funds | 13,208 | - | 13,208 | 9,500 | - | 9,500 |
| | <u>515,414</u> | <u>47,470</u> | <u>562,884</u> | <u>421,361</u> | <u>3,500</u> | <u>424,861</u> |

5 Investments

| | Unrestricted funds | Unrestricted funds |
|---------------------|--------------------|--------------------|
| | 2021 | 2020 |
| | £ | £ |
| Interest receivable | <u>4,606</u> | <u>4,365</u> |

INSTITUTE OF MONEY ADVISERS
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021

6 Expenditure on charitable activities

| | Money Advice 2021 £ | Annual Conference 2021 £ | Total 2021 £ | Money Advice 2020 £ | Annual Conference 2020 £ | Total 2020 £ |
|--|------------------------------|-----------------------------------|--------------------|------------------------------|-----------------------------------|--------------------|
| Annual conference costs | - | 3,799 | 3,799 | - | 710 | 710 |
| Quarterly Account Editorial costs | 16,409 | - | 16,409 | 14,900 | - | 14,900 |
| CertMAP | 66,315 | - | 66,315 | 58,178 | - | 58,178 |
| Training course costs | 47,565 | - | 47,565 | 51,782 | - | 51,782 |
| Research Project | - | - | - | 21,135 | - | 21,135 |
| | <u>130,289</u> | <u>3,799</u> | <u>134,088</u> | <u>145,995</u> | <u>710</u> | <u>146,705</u> |
| Grant funding of activities (see note 7) | 155,820 | - | 155,820 | - | - | - |
| Share of support costs (see note 8) | 342,585 | 36,902 | 379,487 | 352,899 | - | 352,899 |
| Share of governance costs (see note 8) | 6,479 | - | 6,479 | 11,231 | - | 11,231 |
| | <u>635,173</u> | <u>40,701</u> | <u>675,874</u> | <u>510,125</u> | <u>710</u> | <u>510,835</u> |
| Analysis by fund | | | | | | |
| Unrestricted funds | 360,173 | 40,701 | 400,874 | 401,332 | 710 | 402,042 |
| Restricted funds | 275,000 | - | 275,000 | 108,793 | - | 108,793 |
| | <u>635,173</u> | <u>40,701</u> | <u>675,874</u> | <u>510,125</u> | <u>710</u> | <u>510,835</u> |

7 Grants payable

| | Money Advice 2021 £ | Money Advice 2020 £ |
|--|------------------------------|------------------------------|
| Grants to institutions: | | |
| Maintaining or increasing access to debt relief orders | <u>155,820</u> | <u>-</u> |

INSTITUTE OF MONEY ADVISERS
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

8 Support costs

| | Support costs £ | Governance costs £ | 2021 £ | Support costs £ | Governance costs £ | 2020 £ |
|--|--------------------|-----------------------|----------------|--------------------|-----------------------|----------------|
| Staff costs | 293,511 | - | 293,511 | 287,709 | - | 287,709 |
| Depreciation | 6,195 | - | 6,195 | 3,533 | - | 3,533 |
| Staff recruitment and training | 1,903 | - | 1,903 | 1,537 | - | 1,537 |
| Premises costs | 18,782 | - | 18,782 | 15,229 | - | 15,229 |
| Office costs | 23,705 | - | 23,705 | 25,440 | - | 25,440 |
| CRM project costs | 11,790 | - | 11,790 | - | - | - |
| Insurance | 1,721 | - | 1,721 | 1,780 | - | 1,780 |
| Travel and subsistence | 2,803 | - | 2,803 | 5,300 | - | 5,300 |
| Sundry | 1,265 | - | 1,265 | 1,378 | - | 1,378 |
| Legal and professional fees | 15,766 | - | 15,766 | 6,990 | - | 6,990 |
| Irrecoverable VAT | 2,046 | - | 2,046 | 4,003 | - | 4,003 |
| Audit fees | - | 5,618 | 5,618 | - | 6,833 | 6,833 |
| Board and council meeting costs | - | 861 | 861 | - | 4,398 | 4,398 |
| | <u>379,487</u> | <u>6,479</u> | <u>385,966</u> | <u>352,899</u> | <u>11,231</u> | <u>364,130</u> |
| Analysed between Charitable activities | <u>379,487</u> | <u>6,479</u> | <u>385,966</u> | <u>352,899</u> | <u>11,231</u> | <u>364,130</u> |

Governance costs includes payments to the auditors of £5,618 (2020- £6,833) for audit fees.

9 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the Charity for their role as Trustees during the current or previous year.

10 Employees

The average monthly number of employees during the year was:

| 2021 Number | 2020 Number |
|----------------|----------------|
| <u>10</u> | <u>10</u> |

INSTITUTE OF MONEY ADVISERS
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021

10 Employees (Continued)

| Employment costs | 2021 £ | 2020 £ |
|-----------------------|----------------|----------------|
| Wages and salaries | 263,134 | 258,983 |
| Social security costs | 17,726 | 16,307 |
| Other pension costs | 12,651 | 12,419 |
| | <u>293,511</u> | <u>287,709</u> |

No employee was paid more than £60,000 during the year (2020 none)

11 Taxation

As a charity the company is exempt from tax on income falling within part II of the Corporation Tax Act 2010 and on gains falling within s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives. No tax charges have arisen in the charity.

12 Tangible fixed assets

| | Fixtures and fittings £ |
|------------------------------------|----------------------------|
| Cost | |
| At 1 January 2021 | 29,735 |
| Additions | 25,140 |
| Disposals | (20,742) |
| At 31 December 2021 | <u>34,133</u> |
| Depreciation and impairment | |
| At 1 January 2021 | 25,822 |
| Depreciation charged in the year | 6,195 |
| Eliminated in respect of disposals | (20,742) |
| At 31 December 2021 | <u>11,275</u> |
| Carrying amount | |
| At 31 December 2021 | <u>22,858</u> |
| At 31 December 2020 | <u>3,913</u> |

INSTITUTE OF MONEY ADVISERS
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021

13 Debtors

| | 2021 | 2020 |
|--------------------------------------|---------------|----------------|
| | £ | £ |
| Amounts falling due within one year: | | |
| Trade debtors | 81,159 | 82,583 |
| Prepayments and accrued income | 7,718 | 29,079 |
| | <u>88,877</u> | <u>111,662</u> |

14 Creditors: amounts falling due within one year

| | 2021 | 2020 |
|------------------------------------|---------------|---------------|
| | £ | £ |
| Other taxation and social security | 5,863 | 5,348 |
| Deferred income | 2,495 | 16,400 |
| Trade creditors | 573 | 3,448 |
| Accruals | 8,707 | 13,493 |
| | <u>17,638</u> | <u>38,689</u> |

15 Deferred income

| | 2021 | 2020 |
|---------------------------------------|--------------|---------------|
| | £ | £ |
| Other deferred income | 2,495 | 16,400 |
| | <u>2,495</u> | <u>16,400</u> |
| | 2021 | 2020 |
| | £ | £ |
| As at 1 January | 16,400 | 19,155 |
| Amount released to incoming resources | (16,400) | (19,155) |
| Training fees | 1,000 | 8,800 |
| Membership fees | 775 | 2,100 |
| Accreditation fees | 720 | - |
| Conference fees and sponsorship | - | 5,500 |
| | <u>2,495</u> | <u>16,400</u> |
| As at 31 December | 2,495 | 16,400 |

Deferred income relates to fees received in advance for grants, membership, training courses and the annual conference.

INSTITUTE OF MONEY ADVISERS
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021

16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

| | Movement in funds | | | Movement in funds | | |
|---|-----------------------|-----------------------|------------------------------|-----------------------|-----------------------|-----------------------------------|
| | Incoming resources | Resources expended | Balance at 1 January 2021 | Incoming resources | Resources expended | Balance at 31 December 2021 |
| | £ | £ | £ | £ | £ | £ |
| CertMAP Bursaries | 9,500 | (9,500) | - | 13,208 | (13,208) | - |
| Quality Improvement and CPD Projects | 41,243 | (41,243) | - | 47,942 | (47,942) | - |
| Network and Information Sharing | 58,050 | (58,050) | - | 15,817 | (15,817) | - |
| MaPS Grant for the administration of Debt Relief Orders | - | - | - | 347,750 | (198,033) | 149,717 |
| | <u>108,793</u> | <u>(108,793)</u> | <u>-</u> | <u>424,717</u> | <u>(275,000)</u> | <u>149,717</u> |

CertMAP bursaries- financial support provided by United Utilities Trust and Thames Water for CertMAP.

The Quality Improvement Project and the 2019-20 CPD Programme were funded by Money Advice Trust.

Network and Information Sharing project was funded by Money and Pensions Service.

MaPS Grant funding was provided to increase and/or maintain access to debt relief orders.

INSTITUTE OF MONEY ADVISERS
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021

17 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

| | Balance at 1 January 2020 | Resources expended | Transfers | Balance at 1 January 2021 | Resources expended | Transfers | Balance at 31 December 2021 |
|---|------------------------------|-----------------------|----------------|------------------------------|-----------------------|---------------|-----------------------------------|
| | £ | £ | £ | £ | £ | £ | £ |
| Contingency | 49,217 | - | (4,275) | 44,942 | - | 4,165 | 49,107 |
| CertMAP Financial Support | 2,000 | (1,220) | 2,720 | 3,500 | (1,082) | 1,082 | 3,500 |
| IT equipment replacement | 603 | (603) | 3,000 | 3,000 | (2,900) | 2,900 | 3,000 |
| Fixed asset fund | 6,787 | (2,874) | - | 3,913 | (6,194) | 25,140 | 22,859 |
| Learning and development | 2,998 | (450) | - | 2,548 | (300) | - | 2,248 |
| Research | 20,000 | (19,400) | (600) | - | - | - | - |
| Relocation costs | 15,000 | (1,662) | (7,338) | 6,000 | (5,640) | (360) | - |
| Research (follow up to Wellbeing Report) | - | - | - | - | - | 20,000 | 20,000 |
| Research (Training) | - | - | - | - | - | 5,000 | 5,000 |
| Recruitment of P/T Policy Officer | - | - | - | - | - | 21,500 | 21,500 |
| Trustee Training and Development | - | - | - | - | - | 2,500 | 2,500 |
| Subsidised member training places | 6,700 | (3,305) | 605 | 4,000 | (4,000) | 4,000 | 4,000 |
| Customer relationship Management System Development | 63,000 | - | - | 63,000 | (40,746) | - | 22,254 |
| Branch support fund | 6,000 | (269) | (3,731) | 2,000 | (390) | 390 | 2,000 |
| MAG emergency support | 2,000 | - | - | 2,000 | - | - | 2,000 |
| Conference | 4,000 | - | - | 4,000 | (1,425) | 1,425 | 4,000 |
| Member webinars | - | - | 2,000 | 2,000 | (500) | 500 | 2,000 |
| | <u>178,305</u> | <u>(29,783)</u> | <u>(7,619)</u> | <u>140,903</u> | <u>(63,177)</u> | <u>88,242</u> | <u>165,968</u> |

INSTITUTE OF MONEY ADVISERS
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021

17 Designated funds

(Continued)

Contingency fund - to cover lease commitments, staff termination payments and other contingencies that would arise in the event of winding up the charity.

CertMAP financial support is funding set aside to provide financial support for CertMAP.

IT equipment replacement - to meet the cost of replacing IT equipment when it becomes obsolete or beyond economic repair.

Fixed asset fund - to reflect the charity's unrestricted funds invested in fixed assets.

Learning and development - to provide executive coaching.

Research - Into the impact on advisors of the economic climate.

Relocation costs - cost of identification of premises and relocation.

Research (follow up for wellbeing report) - to commission further research building on our wellbeing and workloads research in 2020.

Research (training) - research into engagements with IMA training.

Recruitment of P/T Policy officer - to employ a fixed term policy officer for 12 months.

Trustee Training and Development - to provide trustee training and development.

Subsidised member training places - to provide subsidised places on IMA training courses for members not funded by MaPS.

Customer Relationship Management System Development - Development of a customer relationship management system.

Branch support fund - to provide a small grant to each branch.

MAG emergency support - to provide emergency support to branches for particular needs on application.

Conference - to provide subsidised places for members at the annual conference.

Member webinars - to fund the provision of webinars to members.

INSTITUTE OF MONEY ADVISERS
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021

18 Funds

| | Balance at 1 January 2020 | Incoming resources | Resources expended | Transfers | Balance at 1 January 2020 | Incoming resources | Resources expended | Transfers | Balance at 31 December 2021 |
|---------------------------|---------------------------------|-----------------------|-----------------------|-----------|------------------------------|-----------------------|-----------------------|-----------|--------------------------------|
| | £ | £ | £ | £ | £ | £ | £ | £ | £ |
| Restricted funds | - | 108,793 | (108,793) | - | - | 424,717 | (275,000) | - | 149,717 |
| Designated funds | 178,305 | - | (29,783) | (7,619) | 140,903 | - | (63,177) | 88,242 | 165,968 |
| Unrestricted funds | 468,312 | 442,401 | (372,259) | 7,619 | 546,073 | 566,812 | (337,697) | (88,242) | 686,946 |
| | <u>646,617</u> | <u>551,194</u> | <u>(510,835)</u> | <u>-</u> | <u>686,976</u> | <u>991,529</u> | <u>(675,874)</u> | <u>-</u> | <u>1,002,631</u> |

19 Analysis of net assets between funds

| | Unrestricted Funds 2021 | Designated funds 2021 | Restricted Funds 2021 | Total Unrestricted Funds 2021 | Designated funds 2020 | Total |
|---|-------------------------------|-----------------------------|-----------------------------|-------------------------------------|-----------------------------|----------------|
| | £ | £ | £ | £ | £ | £ |
| Fund balances at 31 December 2021 are represented by: | | | | | | |
| Tangible assets | 763 | 22,095 | - | 22,858 | - | 3,913 |
| Current assets/(liabilities) | 686,947 | 143,109 | 149,717 | 979,773 | 546,073 | 683,063 |
| | <u>687,710</u> | <u>165,204</u> | <u>149,717</u> | <u>1,002,631</u> | <u>546,073</u> | <u>686,976</u> |

INSTITUTE OF MONEY ADVISERS
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021

20 Operating lease commitments

At the reporting end date the Charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

| | 2021 £ | 2020 £ |
|-----------------|-----------|-----------|
| Within one year | 1,122 | 5,632 |

21 Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

| | 2021 £ | 2020 £ |
|------------------------|-----------|-----------|
| Aggregate compensation | 58,101 | 57,913 |

Nine trustees were reimbursed travel expenses amounting to £nil (2020 - £1,904, Six) during the year. No trustees were paid during the year for their role as trustees.

Subscription and course fees of £716 (2020 £413) were paid by the Trustees during the year.

At the year end £300 was due to T Lett in respect of expenses (2020 £300 T Lett). T Lett resigned as a Trustee on 27 September 2021.

22 Cash generated from operations

| | 2021 £ | 2020 £ |
|---|----------------|---------------|
| Surplus for the year | 315,655 | 40,359 |
| Adjustments for: | | |
| Investment income recognised in statement of financial activities | (4,606) | (4,365) |
| Depreciation and impairment of tangible fixed assets | 6,195 | 3,533 |
| Movements in working capital: | | |
| Decrease in debtors | 22,785 | 3,693 |
| (Decrease)/increase in creditors | (7,146) | 4,506 |
| (Decrease) in deferred income | (13,905) | (2,755) |
| Cash generated from operations | 318,978 | 44,971 |