

REGISTERED COMPANY NUMBER: 04884548 (England and Wales)
REGISTERED CHARITY NUMBER: 1117942

Report of the Trustees and
Financial Statements for the Year Ended 31 March 2021
for
The Institute of Licensing
(Limited by Guarantee)

Richard Smedley Limited
Chartered Accountants & Registered Auditors
2nd Floor, Woodside House
261 Low Lane
Horsforth
Leeds
West Yorkshire
LS18 5NY

The Institute of Licensing
(Limited by Guarantee)

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for the Year Ended 31 March 2021

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Report of the Trustees
for the Year Ended 31 March 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of 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).

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04884548 (England and Wales)

Registered Charity number

1117942

Registered office

Ridgeway

Upper Milton

Wells

Somerset

BA5 3AH

Trustees

M A Bebbington

S P Fitzgerald

P J Andrews

D I Lucas

J S Collins

S Clover

G S Grant

J Cunningham

T Shield

M Phillips

D Davies

J Garforth

S J McGowan

G Hughes

S C Bradley

L J Cannon

F Wenzel

Company Secretary

S Nelson

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Report of the Trustees
for the Year Ended 31 March 2021

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner

Richard Smedley
FCA
Richard Smedley Limited
Chartered Accountants & Registered Auditors
2nd Floor, Woodside House
261 Low Lane
Horsforth
Leeds
West Yorkshire
LS18 5NY

OBJECTIVES AND ACTIVITIES

The Institute of Licensing (IoL) is the professional body for licensing practitioners across the United Kingdom. It is a broad-church organisation embracing membership from licensing practitioners in all disciplines.

The objectives of the Charity are for the benefit of the public and are principally concerned with education in the field of licensing and regulatory activity, and the application / development of licensing laws to promote the prevention of crime, disorder and nuisance together with the promotion of health & safety, protection of vulnerable people / children and promotion of wider objectives.

In shaping our objectives and planning activities, the Trustees have had regard to the Charity Commission's guidance on public benefit and fee charging. The majority of regional meetings are provided free of charge to IoL members, and fees charged in relation to national training events are set with a view to making courses accessible to members. In comparison with many commercially run training events, the IoL training fees are significantly more affordable due to the training fees set. Additional free webinar events were held in 2021 as a result of the COVID-19 pandemic with a view to supporting licensing practitioners in preparing for regulatory changes.

In pursuing its objectives, the Institute is fully committed to considering not only the licensing regime but also the wider picture in relation to the effective and proactive management of the night-time and day time economies, including effective partnership working with all stakeholders and use of the wide variety of tools available to the various partners involved.

ACHIEVEMENTS AND PERFORMANCE

COVID-19

The COVID-19 pandemic affected all areas of activity throughout 2020 and 2021. Following the initial lockdown in March 2020, the IoL recognised the need for immediate and timely information, updates and advice for members throughout the COVID-19 lockdown. As a result, 610 articles including news updates and authored articles were published on the IoL website between March 2020 and April 2021 with over 180 licensing flashes (eNewsletters) sent in the same period to more than 5000 subscribers.

The IoL published its 'Protocol for Licence Applications & Hearings under the Licensing Act 2003 during the Covid-19 Pandemic' on 1 April, and this was subsequently updated several times to add additional information including an Annex on the 'Mechanics and Procedures at Remote Hearings' which was added to update 3, published on 20 April 2020.

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for the Year Ended 31 March 2021

The updates and the Protocol were critical to IoL members, including local authorities faced with office closures, and in many cases, having to conduct a licensing function remotely where previously reliant on face-to-face communication with applicants, paper application processes (or part paper and part electronic) and physical hearings to determine applications where needed. Councils had to swiftly move to online applications and remote communications, including crucially licensing hearings.

From the outset there was significant concern that some local authorities would seek to ‘close the licensing system’ which would be severely detrimental to licensed businesses and individuals, and an abrogation of statutory duties. This did not happen, although some licensing authorities initially chose not to accept new licensing applications (in most cases for hackney carriage and private hire licensing) during the lockdown period. The IoL continues to encourage all licensing authorities to ensure that contingency plans are in place to set out alternative means of delivering the licensing function where government restrictions (or other matters) disrupt normal business processes.

The regular updates, authored articles and the protocol were possible as a result of the generosity of Trustees and other key licensing experts within the IoL membership. There has been significant anecdotal feedback from IoL members about the value of the IoL updates and articles during the pandemic, and the provision of these updates has served to prove and promote the value of IoL membership. The Board of Trustees and the IoL team are extremely grateful to everyone who has contributed to the updates, articles and the IoL protocol.

In addition to the updates, articles and the protocol, the IoL has joined its voice to those from other national organisations and Government Ministers, encouraging partnership, collaboration and understanding between all parties as the country starts to emerge from many months of varying business restrictions which have had devastating impacts in some sectors, particularly hospitality and licensed transport.

NeXstart

The IoL continued its involvement in NeXstart, a coalition of experts working together on a comprehensive national strategy for our industries safely and successfully to exit lockdown and restart their businesses. NeXstart have published many advice notes and FAQs to assist all parties with the rapid regulatory changes and policies concerning COVID-19 since the start of the pandemic.

Training and events

The impending crisis had been apparent at that stage since the end of February 2020 and all IoL training and events were immediately placed under review and carefully considered with clear communications to delegates about appropriate precautions and measures put in place. The final face to face course to go ahead as planned was the Professional Licensing Practitioners course which ran in Nottingham from 17 – 20 March 2020 (starting the day after Government advice to avoid unnecessary travel). Delegates attending the course were given the opportunity to swap to a later course, but the majority chose to attend and the course ran smoothly.

All subsequent courses and events were immediately put on hold and in total 16 planned training events were cancelled. Arrangements were quickly made to enable online delivery of training using Skype, Microsoft Teams and Zoom, and as a result, the first online delivery of an IoL training course took place on 2 April, just one week after the start of the lockdown.

Report of the Trustees
for the Year Ended 31 March 2021

2020/21 activity overview

Training activity overall during 2020/21 suffered significant disruption due to the pandemic. System data shows 27 events were cancelled overall and 17 were rearranged to be held online:

- National:
 - 16 Cancelled
 - 16 Rearranged / pivoted (held online)
- Regional:
 - 11 cancelled
 - Rearranged

However, as illustrated below, overall performance was similar to the previous year, a tribute to the considerable efforts of the IoL team and trainers who enabled events to be held online.

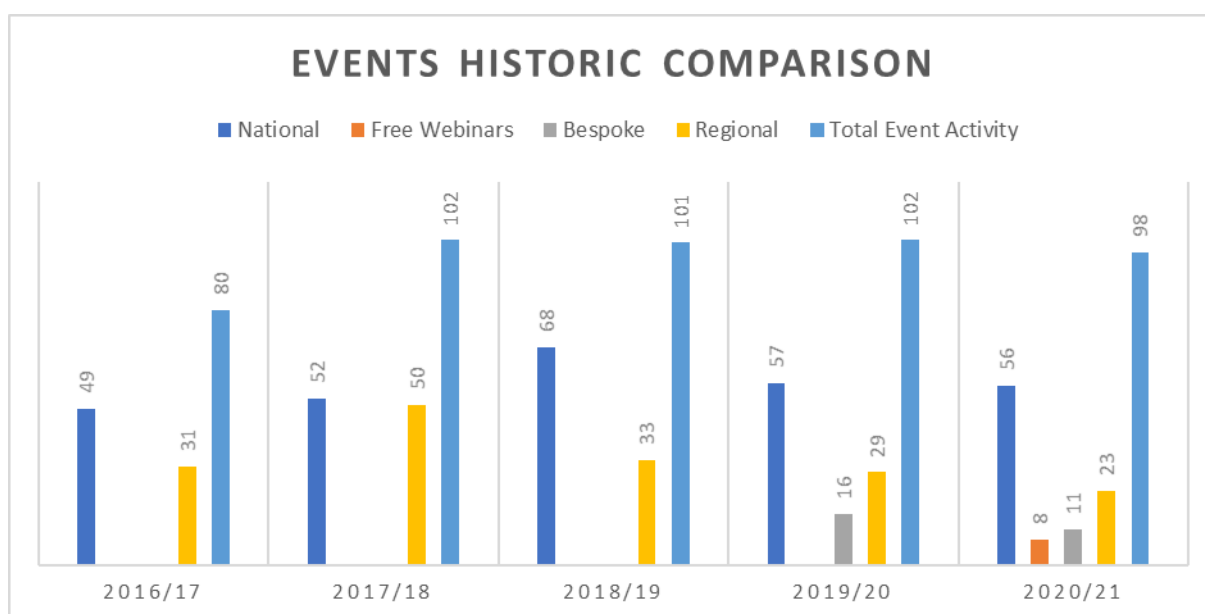


Figure 1: Events Historic Comparison (financial years 1st April - 31st March)

Bespoke courses are shown separately for the last 2 years where previously they were included with national events. Regional activity reasonably consistent with previous years, and our sincere thanks to our volunteer regional officers who enabled regional meetings to be held online at a time when the pandemic was causing a huge amount of disruption and additional work in all areas.

The pandemic accelerated the move to online activities in practically all areas of life. For the IoL, the major impact was on training delivery, and all training courses and events were reviewed taking into account the viability and practicality of delivering courses online. In most cases, training was delivered online and very successfully. In fact, in some cases it was clear that online delivery was more successful than face to face.

Other courses were less straightforward. For example, the PLPQ course which was previously 4 consecutive days of training, based in hotel venues, and with daily exams at the conclusion of each day. The first of the online PLPQ courses was delivered in September, with the exam taken online (with invigilation measures in place). The training days were spread over a 2-week period rather than running on consecutive days.

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Report of the Trustees
for the Year Ended 31 March 2021

There remain some courses which trainers and IoL have agreed will not work online. Examples include the Zoo Licensing course, which is delivered on location at a working Zoo, along with the 'Working in Safety Advisory Groups' and 'Public Safety at Events' courses which are heavily workshop based. These courses are now under review given the Government's decision that all restrictions be removed from July.

The Summer Training Conference, which is a one-day event was delivered as an online webinar and worked particularly well in 2020 with higher attendance numbers than for previous years on location. In 2021, the event saw fewer bookings. This may be a result of the amount of online training on offer and was also likely impacted by the free 'Reopening and Recovery' webinars which the IoL organised in collaboration with Best Bar None and other organisations (detailed below).

The IoL's signature National Training Conference (normally a 3-day residential training conference) was replaced with a 5-day webinar in 2020 due to the pandemic. The nature of the programme and use of syndicate sessions at the residential event enables delivery of over 70 sessions in normal circumstances. The 5-day webinar included 25 sessions and was attended by just over 200 delegates. A fantastic result, although this event in particular is more suited to the face-to-face format.

2021/22 training activity continues to be impacted by the COVID-19 pandemic for regional, bespoke and national training courses and events. A cautious return to face-to-face training is likely subject to the national picture on infection rates and likely customer confidence in attending training in person.

Webinars

In March 2021, the IoL delivered the first of the 'Reopening and Recovery' webinars. This was the start of a very collaborative series of events working in partnership with Best Bar None, ATCM, UKH, BBPA, National Pubwatch and many other excellent organisations and speakers bringing their insights and experiences to the table on an array of topics. Overall, the aim of the series was to assist industry and regulatory practitioners to prepare for reopening, and also to discuss the regulatory position on various matters.

The sessions proved very successful with over 2500 viewers overall. It is likely that similar sessions will be considered in future.

Date	Topic	Unique Viewers	Total Users	Max Concurrent Views
22-Mar-21	The impact of COVID and forecasting the future	266	359	256
23-Mar-21	Risk Assessment, COVID, health & safety, food and fire safety support for licensed premises	317	377	296
24-Mar-21	Noise vs Vibrancy - managing expectations through partnership	272	367	260
25-Mar-21	Pavement Licensing, Off-Sales and Deliveries (England)	407	570	392
26-Mar-21	Step 2 - Compliance and Enforcement	413	584	396
29-Mar-21	Premises licence conditions and restrictions	223	290	210
30-Mar-21	Customer service and managing behaviour refresher training for staff	39	54	39
31-Mar-21	Business support, Marketing and pivoting	26	47	24
01-Apr-21	Responsible alcohol retailing refresher training for staff	46	53	40
20-Apr-21	Supporting recovery of the licensed sector	90	129	85
23-Apr-21	Reopening and relaxations in Wales	38	65	38
26-Apr-21	Supporting your team now & in the future	17	24	17
29-Apr-21	Regulations vs Guidance	195	279	189
05-May-21	What's next for leisure and ENTE in towns and city centres?	90	123	86
11-May-21	Reopening of Outdoor events, festivals and nightclubs	160	217	148
13-May-21	Risk Assessment, COVID, health & safety, food and fire safety support for licensed premises	56	66	51
24-May-21	Reopening and Recovery: Business Interruption Insurance - update and guidance	16	19	16
18-Jun-21	Reopening and Recovery: Reviewing the reopening and relaxations in Wales	29	73	11
06-Jul-21	Data Protection	71	84	69
27-Sep-21	Action planning for Global Nighttime Recovery	pending	pending	pending
		2771	3780	2623

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Report of the Trustees
for the Year Ended 31 March 2021

E-Learning

A 6th eLearning module relating to 'Pubs and the Gambling Act 2005' was launched in 2020, by the IoL and Gambling Commission in partnership.

National Licensing Week

National Licensing Week (NLW) in June 2020 and again in June 2021 were inevitably impacted by COVID-19. Most licensing practitioners whether industry or regulatory have been necessarily focused on the pandemic, the impact of lockdown and planning / exit strategies.

Training Development

The IoL relaunched its Councillor Training programme in August 2020, with 6 courses held between August 2020 and March 2021. In addition, there were 4 bespoke Councillor Training courses held on request from customers in the same period. The Councillor Training courses continue to run regularly in 2021, and have seen excellent attendance levels, particularly following the local council elections in May 2021.

The IoL Responsible Authority Training was launched in September 2020, and 6 courses have been run to date. Feedback has been excellent, and the courses will form a regular part of the IoL training programme going forward.

The IoL launched its BTEC Level 3 Certificate for Animal Inspectors (SRF) in April 2021, enrolling the first 5 cohort groups. The course is accredited by Pearsons and meets the requirements for the updated animal welfare legislation published in 2018. The IoL course is the culmination of many months of work and the first course for the IoL working with an Awarding Body. This will provide the blueprint for future qualification development work which will be a priority area for 2021/22.

Resources

The IoL maintained its office facilities at Egerton House in Birkenhead during the initial stages of the pandemic, although the 2 office-based staff were asked to work from home in March 2020. The office facility was originally instigated to provide a 9-5 customer service center and to undertake most of the daily administration in relation to membership and event bookings.

The position with the office was subsequently reviewed in May 2021. The Trustees accepted that home working arrangements were working satisfactorily, and also that there would be significant benefit in reverting to one location for storage of filing and equipment, the majority of which are currently stored in Somerset. The Trustees also considered the ongoing position with the pandemic (advice at the time was to continue home working) and the difficulties of ensuring COVID security in communal areas within Egerton House where other businesses work.

On balance the Trustees agreed that the office should be released. Alternative arrangements will be made for a central phone line, using VOIP facilities.

The Training & Qualifications Manager was granted a 12-month sabbatical from September 2020. Initial plans for cover alongside an additional administrator (office based), were initially put on hold, and subsequently, in July 2020 a temporary position for Events Coordinator was recruited. The Admin Officer position was not filled.

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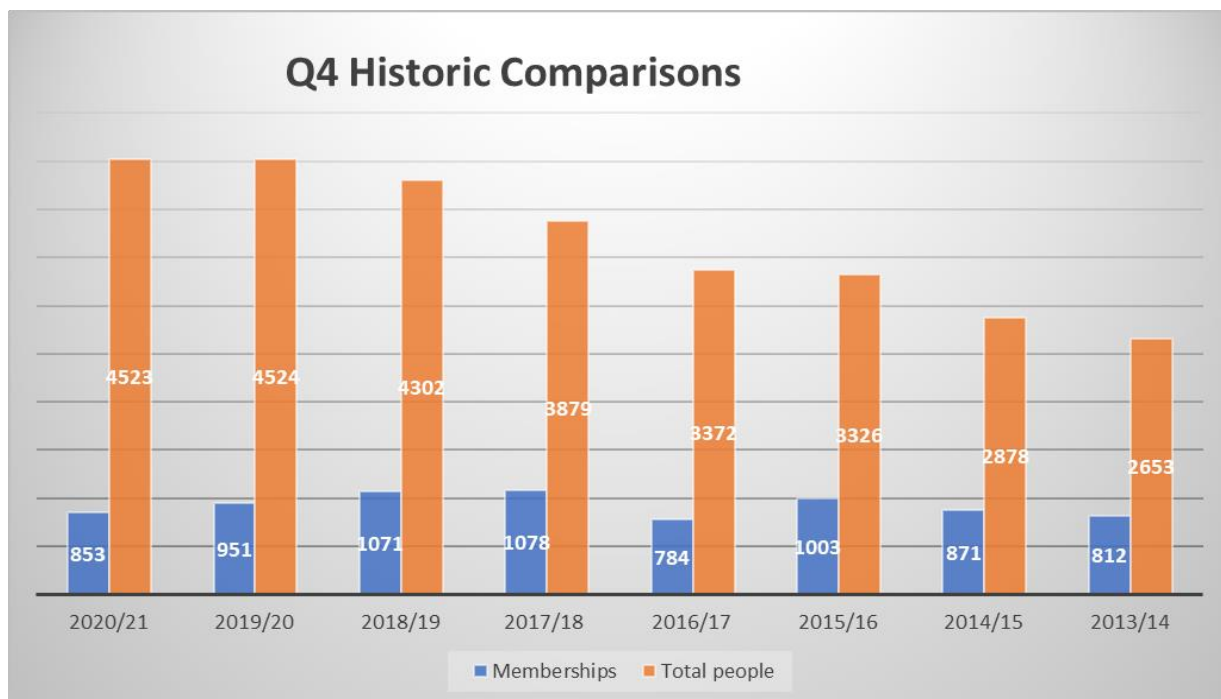
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for the Year Ended 31 March 2021

Hannah Roberts, the new Events Coordinator joined the team in August 2020, with an initial working pattern of 3 days per week. In September, this was increased to 5 days due to the demand for online course hosting in addition to event organisation. In April 2021, the Events Coordinator started maternity leave and the Trustees agreed that the post (and staff member) had been extremely beneficial to the team and should continue with initial full time cover until September 2021, and subsequently based on a 3-day week alongside the Training & Qualifications Manager, providing a full week cover of event organisation and coordination.

An initial attempt at providing maternity cover for the coordinator role suffered a false start, and as a result, the existing team members have covered the work since April 2021. This has proven to be extremely challenging and unsustainable in the long term. The Training & Qualifications Manager is expected to return to work in September and the Events Coordinator later in the year which will bring the team back to a more sustainable level of staffing.

Membership

2020/21 membership levels dropped for the second year running, while the total number of people involved within the membership remained at the 2019/20 levels. Some of this was due to local government re-organisation, and there was a notable drop in complimentary memberships compared with the previous year.



Examination of lapsed memberships show that a majority were complimentary memberships issued to non-members following training bookings. It is normal practice for non-members booking IoL training to be offered complimentary membership (they will have paid a higher rate for the training) and the turnover on complimentary memberships is usually relatively high. There was also an undeniable impact from COVID-19. Of the 8 organisation memberships which were lapse last year, 4 were industry organisations who cited COVID as a direct factor in lapsing.

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Report of the Trustees
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FUTURE PLANS

Training and Qualifications

There is currently a great deal of course development in progress and proposed including:

- Completed (maintenance review will be ongoing):
 - Basic and advanced courses on taxi licensing
 - Councillor training – launched August 2020
 - Responsible Authority training – launched September 2020
 - Animal Inspectors Level 3 – with Pearsons (previously with City & Guilds) – launched April 2021
- In progress
 - Police training – in liaison with NPCC and Home Office
- Planned:
 - Basic and advanced courses re Gambling Act 2003
 - Basic and advanced courses re Licensing Act 2003
 - Higher level licensing qualification (all areas) accredited by Awarding Body (level 4 and higher)

Awarding Body Status

The IoL's position on Awarding Body Status remains substantially unchanged.

The Trustees recognise that attainment of Awarding Body status will require major investment in terms of structural development and financial sustainability and the organisation does not have sufficient reserves at present or the necessary infrastructure in place. The Trustees had previously agreed that IoL must grow as an organisation and establish strong reserves together with a sustainable annual turnover before considering Awarding Body status and that alternatives should be considered as well.

The IoL has long been fully committed to the development of a suite of nationally recognised licensing qualifications, accredited by IoL as the professional body for licensing. The Animal Inspectors Certificate provides a blueprint for future qualification development where qualifications are accredited by an Awarding Body (such as Pearsons), but where the qualification remains within IoL ownership.

Chartered Status

The IoL has started the process of applying for Chartered Status. The Trustees see this as an important development for the IoL which will assist in raising the profile of licensing professionals.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Board of Trustees is the governing body for IoL, responsible for the overall direction and development of the organisation. The Trustees are responsible for preparing the annual report and the financial statements in accordance with applicable law and regulations.

IoL members are allocated a geographic region based on the former boundaries of the English regional government offices and the Countries of Wales, Scotland and Northern Ireland. Regions are allocated in line with business or residential locations.

Report of the Trustees
for the Year Ended 31 March 2021



The twelve regions are served by committees of regional officers elected by each region's members, this will include a regional chair and director. Regional directors may also hold the position of regional chair, and are Trustees of the charity, and members of the governing board.

The regions provide regular meetings, and updates on the range of licensing topics, bringing speakers to the regional members to provide local opportunities to increase knowledge and understanding of licensing law and practice, to consider case studies, good practice or to discuss areas of particular interest. Crucially, the regions provide networking opportunities through the regional meetings, which are regular, accessible, and mostly provided at no or very low cost (cost recovery). In 2020 and 2021, the regions have continued to provide regular meetings via online video conferencing. These have proven to be very successful, although most regions will return to holding some of their meetings on a face-to-face basis in due course to facilitate networking which is much less attainable in a video conference setting.

The Board of Trustees

In addition to the democratically elected regional directors, additional Trustees (up to 9) can be co-opted to the Board.

On appointment, each trustee is required to sign a 'statement of directors' where they undertake to take all reasonable steps to meet their obligations to the Board and to the company. In particular the following undertakings are included in the statement:

- uphold the values and objectives of the Institute of Licensing
- contribute to and share responsibility for the Board's decisions
- attend meetings, training sessions and other relevant events
- declare relevant interests; and
- be aware of and comply with obligations under the general law

The Board nominates and elects one of its members to chair the organisation, together with 2 vice chairs. The three positions are each elected for a 3-year term with one post reviewed each year on a rolling basis. In February 2021, Myles Bebbington stepped down as Vice Chairman and John Garforth JP was elected to serve as Vice Chairman alongside Gary Grant. Myles Bebbington had served in that capacity for many years and the Board recorded grateful thanks to him for his long-standing commitment to the Board. Myles remains with the Board as Regional Chair for the Eastern Region in 2021.

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for the Year Ended 31 March 2021

Regional Volunteers

The IoL would not operate as effectively without the commitment and dedication of the regional officers serving the 12 regions across the UK. Regional committees are elected annually by the regional members at the local AGM meeting, and each regional committee works to organise regional meetings and events, and in doing so provide a local networking opportunity which is invaluable to IoL members.

A 'Regional Officer Training Day' held annually in June provides an opportunity to ensure that regional officers understand the structure, aims and objectives of the charity and the role of the regions. It is an excellent opportunity to discuss experiences and regional activities and sharing ideas and information about how each of the regions operates. It is an excellent networking opportunity and allows a general discussion about the work of the IoL and plans for the future. The Regional Officer Training Day was cancelled in 2020 but returned in June 2021 via video conferencing with good feedback from the regional officers in attendance.

Risk Management

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure that appropriate controls are in place to provide reasonable assurance against fraud or error. The Trustees meet regularly throughout the year in order to scrutinise management reports, monitor activities and progress and plan ahead through its Strategic Plan.

A comprehensive Risk Register remains under review, the purpose of which is to underpin policies and procedures and to ensure that all risks are considered and appropriate mitigation measures taken / in place). This register is under review, alongside a review of all IoL policies to ensure all areas are covered, and all policies updated and relevant to the IoL now and moving forward.

FINANCIAL REVIEW

Overview of the financial position

Key points to note include:

- Membership subscriptions of £154,436 is a slight increase compared with the previous years (2019/20: £ 150,870; 2018/19: £152,503), and marginally short of the budget target set at £155,000
- The donation from the Institute of Licensing Events Ltd was £231,012 donated against a budget target of £228,000, which substantially exceeded the prior year donation of £ 212,733.
- Income overall shows a slight surplus on the budget target with a total income of £390,230 against a budget target of £383,900.
- Expenditure for the charity totaled £248,879.
- Excluding regional events, expenditure overall was £235,796 against a budget target of £283,420 reflecting the impact of COVID-19 on activities including trustee meetings.

	2020/21	2019/20	2018/19	2017/18	2016/17
Total incoming resources	390,230	371,487	325,894	281,409	224,717
Total outgoing resources	248,879	309,787	302,143	275,793	234,297

Financial Commitments

The financial commitments of the charity in 2020/21 were primarily human resources as the costs associated with the provision and maintenance of office facilities and course development contracts were covered by the Institute of Licensing Events Ltd.

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Report of the Trustees
for the Year Ended 31 March 2021

Investments

The IoL's investment portfolio was established in July 2014 and is managed on the Institute's behalf by St James' Place.

The fund took a downturn at the end of 2019/20 as a result of the initial impact of COVID-19. A rapid recovery followed, with the fund showing a 14.5% return on investment at the end of June 2020 and 24.57% return at 31st March (Encashment value £250,154).

Quarterly performance reports are provided by St James's Place allowing the delegated committee and Board to monitor performance of the investment, and a more detailed analysis is provided to the delegated committee annually by St James' Place. The Institute's investment policy sets out monitoring arrangements.

The intention of the investment is to generate a higher rate of earnings from existing reserves, but Trustees remain cautious in the level of risk taken with the funds and have decided against any further investment at this time. The income derived from the investment, will supplement existing reserves, and will ultimately be used to develop the organisation with a view to achieving the longer-term goals including the continued development of professional qualifications.

Reserves

The charity's reserves at the end of 2020/21 were £ 764,290.

The IoL 's Reserves Policy was reviewed in May 2018 and will be subject to regular review in line with budget setting. The policy sets out the contingency position and likely costs of winding up the company.

The reserves policy does not set out a growth reserves position but acknowledges that the growth aspirations of the organisation will require investment and that the position will be reviewed annually through this policy.

Subsidiaries

The Institute has a subsidiary trading company (the Institute of Licensing Events Ltd) which is VAT registered, and most national events are run by this company on behalf of the charity. Course fees are set with a view to ensuring that the event is cost effective while remaining affordable, particularly in the current financial climate.

The charity direct income is obtained through the payment of membership subs with up to 50% of the funds being paid back to the relevant regions in order to fund their activities. The working balance, despite membership income increasing year on year is insufficient to cover the operational costs of the charity. The subsidiary Events Company donates its net profits to the charity annually and this additional income is crucial to allow the charity to sustain itself and to enable growth and development for the benefit of the members. The Institute of Licensing Ltd is a director of the Events Company.

The activities of the Events Company are targeted toward ensuring that the events and training necessary and desirable to promote the charity's objectives generate a level of profit to enable investment in the promotion of the objectives and the longer-term sustainability of the organisation.

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Report of the Trustees
for the Year Ended 31 March 2021

Going Concern

The Board of Trustees has reviewed the financial position of the Institute of Licensing Limited and its subsidiary the Institute of Licensing Events Ltd, including the financial projections for 2021/22 and is satisfied that there are sufficient funds at the date of signature of the financial statements to manage any foreseeable downturn in the UK and global economy.

The COVID-19 pandemic had a significant impact on all areas of the charity's activities and the activities of the subsidiary company, but the financial impact was minimised as a result of the hard work and dedication of the IoL staff, Directors, volunteers and trainers. As a result, the charity's reserves were not adversely affected.

The Board considers there is a reasonable expectation that IoL has adequate resources to continue in operational existence for the foreseeable future and the Board therefore continues to adopt the 'going concern' basis in preparing the financial statements.

Approved by order of the board of trustees on 3 November 2021 and signed on its behalf by:



D Davies - Trustee

**Independent Examiner's Report to the Trustees of
The Institute of Licensing
(Limited by Guarantee)**

Independent examiner's report to the trustees of The Institute of Licensing (Limited by Guarantee) ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of FCA which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Richard Smedley
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Richard Smedley Limited
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2nd Floor, Woodside House
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3 November 2021

The Institute of Licensing
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Statement of Financial Activities
for the Year Ended 31 March 2021

	Notes	31.3.21 Unrestricted fund £	31.3.20 Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies		385,448	363,603
Charitable activities			
Membership activities		524	6,628
Investment income	2	439	1,256
Other income		3,819	-
Total		390,230	371,487
EXPENDITURE ON			
Charitable activities			
Membership activities		248,879	309,787
Net gains/(losses) on investments		40,789	(17,764)
NET INCOME		182,140	43,936
RECONCILIATION OF FUNDS			
Total funds brought forward		582,150	538,214
TOTAL FUNDS CARRIED FORWARD		764,290	582,150

The notes form part of these financial statements

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Balance Sheet
31 March 2021

	Notes	31.3.21 Unrestricted fund £	31.3.20 Total funds £
FIXED ASSETS			
Investments	5	1	1
CURRENT ASSETS			
Debtors	6	5,141	5,441
Investments	7	250,154	209,365
Cash at bank		<u>522,702</u>	<u>378,264</u>
		777,997	593,070
CREDITORS			
Amounts falling due within one year	8	(13,708)	(10,921)
		<hr/>	<hr/>
NET CURRENT ASSETS		<u>764,289</u>	<u>582,149</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		764,290	582,150
		<hr/>	<hr/>
NET ASSETS		<u>764,290</u>	<u>582,150</u>
FUNDS	9		
Unrestricted funds		<u>764,290</u>	<u>582,150</u>
TOTAL FUNDS		<u>764,290</u>	<u>582,150</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

The Institute of Licensing
(Limited by Guarantee)

Balance Sheet - continued
31 March 2021

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

The financial statements were approved by the Board of Trustees and authorised for issue on 3 November 2021 and were signed on its behalf by:



D Davies - Trustee



P J Andrews - Trustee

Notes to the Financial Statements
for the Year Ended 31 March 2021

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value.

As with most charities we have been impacted by the Coronavirus (Covid 19). This has had an impact on our operations and staff. We have (where appropriate) utilised the grants and benefits available from the Government and are taking all the steps we can to protect the future of our charity. Although the total impact is still uncertain the trustees believe that it is appropriate to prepare the accounts on a going concern basis.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

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.

There have been no restricted funds to date.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Government grants

Government grants are accounted for under the performance model.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

2. INVESTMENT INCOME

	31.3.21	31.3.20
	£	£
Deposit account interest	<u>439</u>	<u>1,256</u>

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

Trustees' expenses

	31.3.21	31.3.20
	£	£
Trustees' expenses	<u>-</u>	<u>7,323</u>

4. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.3.21	31.3.20
	<u>8</u>	<u>8</u>
Staff		

No employees received emoluments in excess of £60,000.

5. FIXED ASSET INVESTMENTS

	Shares in group undertakings £
MARKET VALUE	
At 1 April 2020 and 31 March 2021	<u>1</u>
NET BOOK VALUE	
At 31 March 2021	<u>1</u>
At 31 March 2020	<u>1</u>

There were no investment assets outside the UK.

The company's investments at the balance sheet date in the share capital of companies include the following:

The Institute of Licensing
(Limited by Guarantee)

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

5. FIXED ASSET INVESTMENTS - continued

Institute of Licensing Events Ltd

Registered office: Ridgeway, Upper Milton, Wells, Somerset, BA5 3AH

Nature of business: Training company

Class of share: %
 £1 Ordinary Shares holding
100

	31.3.21	31.3.20
	£	£
Aggregate capital and reserves	186,199	229,638
Profit for the year	<u>187,573</u>	<u>231,012</u>

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21	31.3.20
	£	£
Trade debtors	1,294	5,410
Other debtors	3,266	-
Prepayments	<u>581</u>	<u>31</u>
	<u>5,141</u>	<u>5,441</u>

7. CURRENT ASSET INVESTMENTS

	31.3.21	31.3.20
	£	£
Listed investments	<u>250,154</u>	<u>209,365</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21	31.3.20
	£	£
Trade creditors	980	3,235
Other creditors	4,033	1,001
Accrued expenses	8,695	6,685
	<u>13,708</u>	<u>10,921</u>

9. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	582,150	182,140	764,290
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>582,150</u>	<u>182,140</u>	<u>764,290</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	390,230	(248,879)	40,789	182,140
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>390,230</u>	<u>(248,879)</u>	<u>40,789</u>	<u>182,140</u>

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
Unrestricted funds			
General fund	538,214	43,936	582,150
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>538,214</u>	<u>43,936</u>	<u>582,150</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

9. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	371,487	(309,787)	(17,764)	43,936
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>371,487</u>	<u>(309,787)</u>	<u>(17,764)</u>	<u>43,936</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.19 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	538,214	226,076	764,290
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>538,214</u>	<u>226,076</u>	<u>764,290</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	761,717	(558,666)	23,025	226,076
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>761,717</u>	<u>(558,666)</u>	<u>23,025</u>	<u>226,076</u>

The Institute of Licensing
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Notes to the Financial Statements - continued
for the Year Ended 31 March 2021

10. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

11. MEMBERS' LIABILITY

The company is limited by guarantee and in the event of the winding up of the company, the liability of each member is limited to a contribution of £1.

12. REGIONAL ACCOUNTS

	At 1.4.20	Incoming resources	Resource s expended	Transfer from central funds	At 31.3.21
	£	£	£	£	£
East Midlands	8,946	-	(1,660)	1,600	8,886
Eastern	8,168	4	(300)	1,150	9,022
Home Counties	8,440	-	(1,740)	2,600	9,300
London	8,379	214	(300)	1,800	10,093
North East	8,931	-	(1,960)	2,500	9,471
North West	8,199	246	(2,340)	2,000	8,105
Northern					
Ireland	3,683	-	(934)	656	3,405
South East	7,887	-	(1,030)	1,500	8,357
South West	7,999	60	(1,362)	3,300	9,997
Wales	8,370	-	(300)	1,900	9,970
West Midlands	9,062	-	(1,157)	2,000	9,905
Scotland	221	-	-	1,250	1,471
	<u>88,285</u>	<u>524</u>	<u>(13,083)</u>	<u>22,256</u>	<u>97,982</u>

The Institute of Licensing
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Detailed Statement of Financial Activities
for the Year Ended 31 March 2021

	31.3.21 £	31.3.20 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	231,012	212,733
Subscriptions	<u>154,436</u>	<u>150,870</u>
	385,448	363,603
Investment income		
Deposit account interest	439	1,256
Charitable activities		
Regional events	524	6,628
Other income		
Government grants	<u>3,819</u>	<u>-</u>
Total incoming resources	390,230	371,487
EXPENDITURE		
Charitable activities		
Salaries & national insurance	213,003	222,282
Pensions	5,464	5,570
Insurance	1,744	1,414
Telephone	3,219	3,823
Postage and stationery	49	775
Sundries	1,559	1,711
Meeting expenses	442	11,324
Subscriptions	1,645	1,499
Regional events	13,083	43,242
Publication contract	3,360	3,330
Bad debts	<u>(579)</u>	<u>1,399</u>
	242,989	296,369
Support costs		
Governance costs		
Trustees' expenses	-	7,323
Carried forward	-	7,323

This page does not form part of the statutory financial statements

The Institute of Licensing
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Detailed Statement of Financial Activities
for the Year Ended 31 March 2021

	31.3.21 £	31.3.20 £
Governance costs		
Brought forward	-	7,323
Accountancy	4,500	4,500
Payroll	1,390	1,595
	<u>5,890</u>	<u>13,418</u>
Total resources expended	<u>248,879</u>	<u>309,787</u>
Net income	<u>141,351</u>	<u>61,700</u>

This page does not form part of the statutory financial statements