



The Institute of Licensing is a charitable company limited by guarantee,
constituted as a not for profit organisation.
Company Reg. No. 4884548
Charity Reg. No. 1117942

A large, faint, light blue version of the Institute of Licensing logo is centered in the background of the page.

Annual Accounts & Trustee Report 2022/23

www.instituteoflicensing.org

Promoting Excellence in Licensing

Report of the Trustees and
Financial Statements for the Year Ended 31 March 2023
for
The Institute of Licensing
(Limited by Guarantee)

Richard Smedley Limited
Chartered Accountants & Registered Auditors
Richmond House
Lawnswood Business Park
Redvers Close
Leeds
West Yorkshire
LS16 6QY

The Institute of Licensing
(Limited by Guarantee)

Contents of the Financial Statements
for the Year Ended 31 March 2023

	Page
Report of the Trustees	1 to 9
Independent Examiner's Report	10
Statement of Financial Activities	11
Balance Sheet	12 to 13
Notes to the Financial Statements	14 to 18
Detailed Statement of Financial Activities	19

The Institute of Licensing
(Limited by Guarantee)

Report of the Trustees
for the Year Ended 31 March 2023

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 2023. 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 (resigned 20.2.2023)

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 (resigned 6.7.2023)

S J McGowan

G Hughes

L J Cannon

F Wenzel (resigned 17.4.2023)

S A Broom

L Driscoll

M V Bignell (appointed 17.4.2023)

Company Secretary

S Nelson

Independent Examiner

Richard Smedley

Richard Smedley Limited

Chartered Accountants & Registered Auditors

Richmond House

Lawnswood Business Park

Redvers Close

Leeds

West Yorkshire

LS16 6QY

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 with interests in public regulatory licensing and associated areas.

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 and 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.

The IoL is committed to licensing as a profession, and the various licensing regimes and related infrastructure. Effective partnerships across all stakeholders and honest communications are key in all areas, particularly in relation to the effective and proactive management of the night-time and daytime economies. The IoL seeks to position itself to positively influence conversations and partnerships directly and indirectly related to licensing.

ACHIEVEMENTS AND PERFORMANCE

Training and events

2022/23 activity overview

Training activity overall during 2022/23 continues to show a strong performance compared with previous years.

The IoL regions are now meeting at regular intervals, with most aiming for 3 meetings annually, with a mix of online and face to face formats. The East Midlands and West Midlands regions have opted to return fully to face to face meetings.

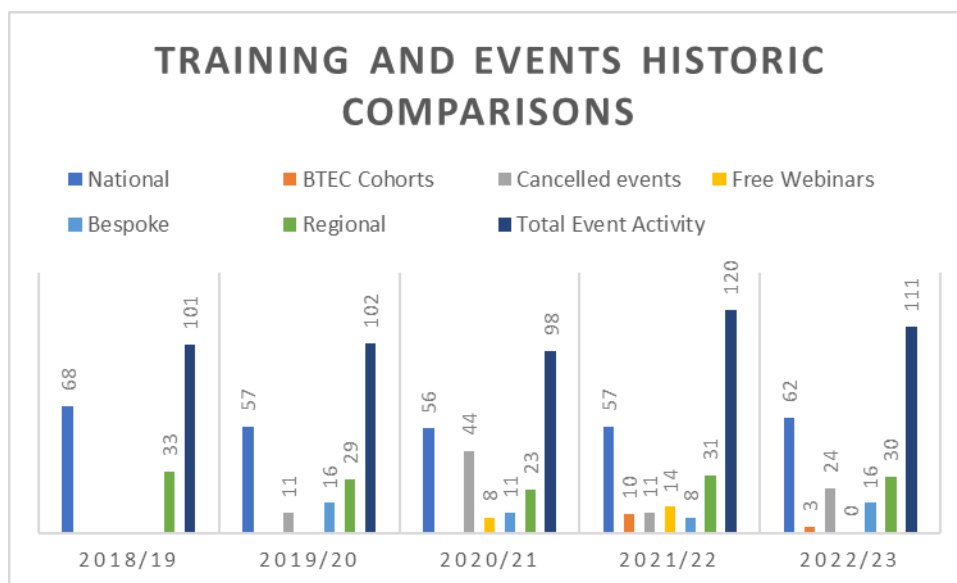


Figure 1: Events Historic Comparison (financial years 1st April - 31st March)

Bespoke courses have been shown separately for the last 4 years where previously they were included with national events.

In total, 24 events were cancelled, most of which were re-arranged. 8 cancellations were a result of the national mourning period in September following the death of Her Majesty Queen Elizabeth II.

The Institute of Licensing
(Limited by Guarantee)

Report of the Trustees
for the Year Ended 31 March 2023

The majority of courses continue to be held online post pandemic in recognition that customer expectations have changed with many employers preferring online training, due to the savings in time and cost with no need to consider travel or accommodation.

In June 2022, the Summer Training Conference made a welcome return to a face-to-face format in Nottingham. It is intended that this event will now move from region to region each year, hosted by the regions and with key speakers drawn from local practitioners and local best practice schemes.

2022 also marked the return of courses not practical for online delivery including 'Zoo Licensing', 'Public Safety at Events' and 'Working in Safety Advisory Groups'. A new 'Licensing Act Enforcement' course was developed for IoL and delivered in Manchester in May 2022.

Training Development

The IoL launched its BTEC Level 3 Certificate for Animal Inspectors (SRF) in April 2021, with 13 cohorts active in 2022/23. DEFRA's current proposals will require local authority animal licensing inspectors to be fully qualified after 1st October 2023.

Resources

The IoL initially established office facilities at Egerton House in Birkenhead in 2017, but this was reviewed in 2021 following an extended period of home working as a result of the COVID-19 pandemic. The Trustees agreed that home working is a model which works well for the IoL team, and the office facilities were released in July 2022, with a shared VOIP phone system established to ensure the continuation of a central phone system for customers.

In 2022 following an initial scoping project, the Board of Trustees approved plans to replace the existing website and IT platform (for membership and events). This is a significant project, necessary due to incompatibility with the core systems provided by Access Training (previously CPL Online) who host and support the existing system.

Very Connect were contracted to provide the new system and to develop the website interface which will provide an improved service to members while delivering better functionality for IoL staff. The new system is intended to deliver efficiency savings to the IoL team, and a capable online resource library which will need effective resourcing to ensure it is kept updated with relevant case law and other reference material.

In addition to the website and platform, the IoL moved to a hosted Moodle platform. Moodle is an online learning management platform which was initially set up for the BTEC Animal Inspectors course. It allows learners to access course information and reference material, and essentially to submit their completed assignments for assessment and verification. The capacity of the original platform had grown to the extent that a hosted site was vital for continued use by IoL learners.

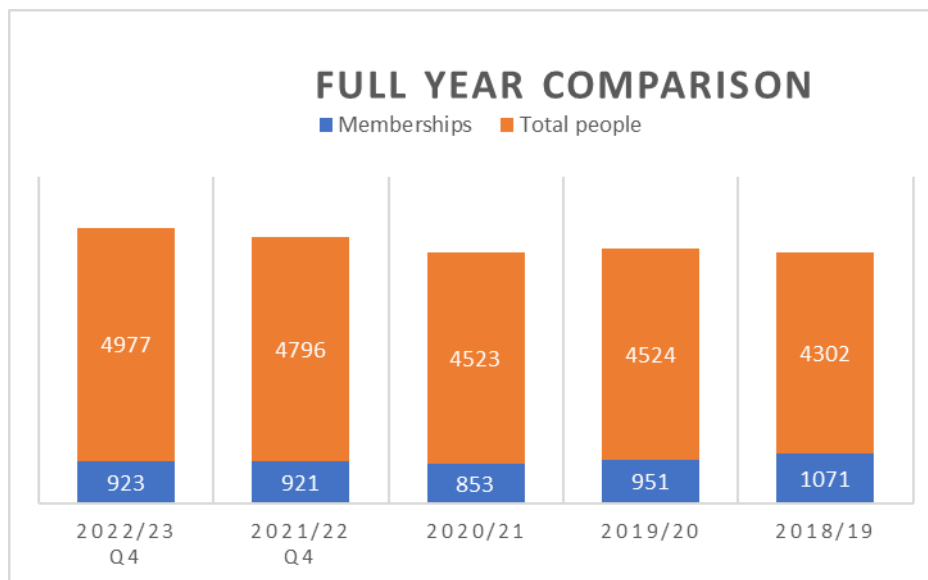
All systems will be integrated going forward to enable a one site access point for IoL members, learners and customers.

In August 2022, the IoL appointed a Senior Administrator and Executive Assistant, a role intended to assist the Executive Officer and other team members. This will be a critical role in supporting the various stakeholder groups which the IoL organises, as well as assisting team members with other key areas of work.

In September 2022, the IoL Board agreed to start work to formulate a 5-year Strategic Plan in order to establish the vision, aims and objectives of the organisation and to set out its aspirations, and ensure sufficient resources to deliver targets.

Membership

2022/23 membership levels increased on the previous year, along with the total number of people involved within the membership overall. Membership levels remained lower than 2019/20, but overall numbers are at the highest point to date.



Engagement

The IoL continues to chair and organise key stakeholder groups to enable and promote dialogue in all areas, including the National Licensing Forum (NLF), the Local Alcohol Partnerships Group (LAPG) and the National Taxi and Private Hire Licensing Working Group (NTPHLWG).

The groups all meet regularly, mainly through virtual meeting arrangements, and in doing so bring together stakeholders from industry, national and local government, police and other relevant bodies to discuss current and emerging issues together with practical solutions where possible. Overall, these groups play a vital role in communication, fostering mutual understanding and supporting partnership approaches.

Government engagement

In addition to the engagement through the stakeholder groups referred to above, the IoL engages with all relevant government departments and other stakeholders on arising issues and current discussions on key licensing and related issues.

The Institute of Licensing
(Limited by Guarantee)

Report of the Trustees
for the Year Ended 31 March 2023

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
 - Licensing Act Enforcement – launched May 2022
- In progress
 - Police training – in liaison with NPCC and Home Office
- Planned:
 - Bitesize licensing courses (introductory).
 - Development of a Scottish PLPQ equivalent subject to demand and resources.
 - Potential qualification development to meet requirements of incoming licensing legislation relating to primate licensing and other developments.
 - Practical training in relation to licensing inspections and compliance work.
 - Specialist Licensing Apprenticeship
 - Level 3 and above qualifications on all areas of licensing.
 - Higher level licensing qualification (all areas) accredited by Awarding Body (level 4 and higher)

The development of police licensing training remains a key focus, strengthened by the report from the House of Lords Liaison Committee, published in July 2022. The Liaison Committee report states in paragraphs 68 and 69:

The Committee welcomes the developments in training for new police officers on licensing and the policing of the night-time economy.

We commend the National Police Chiefs' Council, the Institute of Licensing, the College of Policing and other interested parties who worked on the training package developed for police licensing officers. The training package should be implemented as a matter of urgency. The Government must ensure that this training is kept under review to ensure it reflects changes in legislation and guidance and remains effective in tackling concerns about inconsistency.

Progress on the development of police training was significantly impacted by the pandemic and there have been additional pressures on the police since reopening with the rise in alcohol related issues, spiking concerns, and significant national events including the Queen's platinum Jubilee in February 2022 and shortly after in September 2022 the Queen's death followed by the period of national mourning and state funeral.

The IoL will continue to do everything possible to continue to work with the NPCC to progress the development of police training.

The position in relation to Councillor Training, remains that there is no mandate for councillors to undertake training, and no statutory minimum training requirements. This was also subject to scrutiny by the House of Lord Liaison Committee who said (paragraphs 59-61):

Training is essential to support those working in licensing and create consistent and accurate decision making. We welcome the work of the Institute of Licensing, Local Government Association and Government to develop councillor training since the publication of the April 2017 report. However, this momentum needs to resume as there is no clear sense that training has resulted in improvements in the licensing system.

The Committee reiterates the original inquiry's recommendations for the Home Office to work with stakeholders to establish a minimum training standard for councillors, including a refresher training standard. This agreed minimum standard should be set out in the section 182 Guidance and councillors who are members of a licensing committee should be prohibited from taking part in licensing committee or sub-committee proceedings until this minimum standard has been met

Once the mandatory minimum training standard has been established it should be regularly reviewed to ensure that it remains effective and responds to changes and issues that occur in alcohol licensing

The Institute of Licensing
(Limited by Guarantee)

Report of the Trustees
for the Year Ended 31 March 2023

The IoL will continue to develop and deliver its councillor training programme and will work with other organisations to strengthen the training offer and provide new opportunities, guidance or other resources necessary to meet any future mandate or recommendation from the government.

Professional Qualifications and standards

The IoL has long been fully committed to the development of a suite of nationally recognised licensing qualifications, accredited by the IoL as the professional body for licensing.

The Level 3 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 and control.

The area of work will be a key focus in the development of the IoL's Strategic Plan, as we consider all options with a view to serving the licensing profession and paving the

Chartered Status

The IoL has undertaken preparatory work with a view to 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 governance, direction and development of the organisation. The Trustees are responsible for monitoring performance and for preparing the annual report and the financial statements in accordance with applicable law and regulations.

Twelve of the Trustees are locally selected by regional members through their annual election of officers. These Trustees are known to members as a result of their work and practice within licensing, and are elected to represent the regional members nationally, in addition to assuming the responsibility as Trustees and Directors of the IoL, charged with ensuring the good governance of the organisation.



The Institute of Licensing
(Limited by Guarantee)

Report of the Trustees
for the Year Ended 31 March 2023

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.

The Regions

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.

Each of the regions are served by committees of regional officers elected by each region's members, this will include a regional chair and director.

The regions are a major benefit to the IoL and its members, providing regular meeting and networking opportunities including updates on current issues and other licensing topics. Speakers at regional meetings are selected on the basis of their particular role and expertise, and as a result, provide excellent 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 regional meetings are regular, accessible, and mostly provided at no or very low cost (cost recovery). Throughout 2020 - 2022, the regions have continued to provide regular meetings using online video conferencing during pandemic restrictions and since. As a result, most regions have taken the decision to continue to hold some meetings virtually, with other key meetings returning to a face-to-face format.

Regional Volunteers

The IoL is indebted to the regional committee officers. Their commitment and dedication to supporting the IoL regions on a voluntary basis in addition to their normal work enables the regions to operate, providing a critical membership benefit and maintaining the sustainability of the organisation.

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. In June 2022, the ROTD made a welcome return to face-to-face, taking place in Nottingham on the day before the Summer Training Conference. An excellent and very interactive day with some key feedback as a result.

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.

The Institute of Licensing
(Limited by Guarantee)

Report of the Trustees
for the Year Ended 31 March 2023

FINANCIAL REVIEW

Overview of the financial position

Key points to note include:

- Membership subscriptions of £ 168,650, an increase on 2021/22 (£161,404).
- The donation from the Institute of Licensing Events Ltd was £292,352. This significantly exceeds the previous year's donation of £187,573 and reflects an excellent recovery following the Covid-19 pandemic.
- Income for the charity totalled £463,724 compared with £350,189 in the previous year.
- Expenditure for the charity totalled £357,573 compared with £268,164 in 2021/22.

	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18
Total incoming resources	463,724	350,189	390,230	371,487	325,894	281,409
Total outgoing resources	357,573	268,164	248,879	309,787	302,143	275,793

Financial Commitments

The financial commitments of the charity in 2022/23 were primarily human resources as the costs associated with the development and delivery of training and publications, systems and website were covered by the Institute of Licensing Events Ltd.

Investments

The IoL's investment portfolio was established in July 2014 and is managed on the Institute's behalf by St James's 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 on 31st March 2020 with the encashment value reaching £250,154.

In 2021/22, the Board of Trustees took the decision to increase investment with a further £250,000 added to the fund in August 2021 bringing the total investment fund input to £445,000.00. Political upheaval both internationally as a result of the Russian invasion of Ukraine, and within the UK have had significant impacts and the investment market remains volatile with fluctuations across the last 2 years.

The investment fund value on 31st March 2023 was £473,469.00 giving an overall increase of £28,469.00 (equating to a 6.4% return). This is a lower return compared with the value of the fund in March 2022, which stood at £499,828.00 in March 2022, an overall increase of £54,828.00 (12%).

Quarterly performance reports are provided by St James' 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.

The Institute of Licensing
(Limited by Guarantee)

Report of the Trustees
for the Year Ended 31 March 2023

Reserves

The charity's reserves at the end of 2022/23 were £ 925,781.

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 subscriptions 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.

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 2023/24 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 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 2 November 2023 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 2023.

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 member of the Institute of Chartered Accountants in England and Wales, 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
The Institute of Chartered Accountants in England and Wales

Richard Smedley Limited
Chartered Accountants & Registered Auditors
Richmond House
Lawnswood Business Park
Redvers Close
Leeds
West Yorkshire
LS16 6QY

2 November 2023

The Institute of Licensing
(Limited by Guarantee)

Statement of Financial Activities
for the Year Ended 31 March 2023

		31.3.23	31.3.22
		Unrestricted	Total
		fund	funds
	Notes	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies		461,002	348,977
Charitable activities			
Membership activities		1,076	1,078
Investment income	2	<u>1,646</u>	<u>134</u>
Total		<u>463,724</u>	<u>350,189</u>
EXPENDITURE ON			
Charitable activities			
Membership activities		<u>357,573</u>	<u>268,164</u>
Net gains/(losses) on investments		<u>(26,359)</u>	<u>(326)</u>
NET INCOME		79,792	81,699
RECONCILIATION OF FUNDS			
Total funds brought forward		845,989	764,290
TOTAL FUNDS CARRIED FORWARD		<u>925,781</u>	<u>845,989</u>

The notes form part of these financial statements

The Institute of Licensing
(Limited by Guarantee)

Balance Sheet
31 March 2023

	Notes	31.3.23 Unrestricted fund £	31.3.22 Total funds £
FIXED ASSETS			
Investments	5	1	1
CURRENT ASSETS			
Debtors	6	7,639	2,794
Investments	7	473,469	499,828
Cash at bank		452,657	352,459
		933,765	855,081
CREDITORS			
Amounts falling due within one year	8	(7,985)	(9,093)
NET CURRENT ASSETS		<u>925,780</u>	<u>845,988</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>925,781</u>	<u>845,989</u>
NET ASSETS		<u>925,781</u>	<u>845,989</u>
FUNDS	9		
Unrestricted funds		925,781	845,989
TOTAL FUNDS		<u>925,781</u>	<u>845,989</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 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 Institute of Licensing
(Limited by Guarantee)

Balance Sheet - continued
31 March 2023

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 2 November 2023 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 2023

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.

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.

2. INVESTMENT INCOME

	31.3.23	31.3.22
	£	£
Deposit account interest	<u>1,646</u>	<u>134</u>

The Institute of Licensing
(Limited by Guarantee)

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

Trustees' expenses

	31.3.23	31.3.22
	£	£
Trustees' expenses	<u>1,344</u>	<u>395</u>

4. STAFF COSTS

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

	31.3.23	31.3.22
	<u>9</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 2022 and 31 March 2023	<u>1</u>
NET BOOK VALUE	
At 31 March 2023	<u>1</u>
At 31 March 2022	<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:

Institute of Licensing Events Ltd

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

Nature of business: Training company

	%		
	holding		
Class of share:	100		
£1 Ordinary Shares		31.3.23	31.3.22
		£	£
Aggregate capital and reserves		<u>265,917</u>	290,978
Profit for the year		<u>267,291</u>	<u>292,352</u>

The Institute of Licensing
(Limited by Guarantee)

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.23	31.3.22
	£	£
Trade debtors	7,119	2,274
Prepayments	520	520
	<u>7,639</u>	<u>2,794</u>

7. CURRENT ASSET INVESTMENTS

	31.3.23	31.3.22
	£	£
Listed investments	<u>473,469</u>	<u>499,828</u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.23	31.3.22
	£	£
Trade creditors	1,820	941
Other creditors	465	1,400
Accrued expenses	<u>5,700</u>	<u>6,752</u>
	<u>7,985</u>	<u>9,093</u>

9. MOVEMENT IN FUNDS

	At 1.4.22	Net movement in funds	At 31.3.23
	£	£	£
Unrestricted funds			
General fund	845,989	79,792	925,781
	<u>845,989</u>	<u>79,792</u>	<u>925,781</u>
TOTAL FUNDS	<u>845,989</u>	<u>79,792</u>	<u>925,781</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	463,724	(357,573)	(26,359)	79,792
	<u>463,724</u>	<u>(357,573)</u>	<u>(26,359)</u>	<u>79,792</u>
TOTAL FUNDS	<u>463,724</u>	<u>(357,573)</u>	<u>(26,359)</u>	<u>79,792</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

9. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	764,290	81,699	845,989
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>764,290</u>	<u>81,699</u>	<u>845,989</u>

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	350,189	(268,164)	(326)	81,699
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>350,189</u>	<u>(268,164)</u>	<u>(326)</u>	<u>81,699</u>

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

	At 1.4.21 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	764,290	161,491	925,781
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>764,290</u>	<u>161,491</u>	<u>925,781</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	813,913	(625,737)	(26,685)	161,491
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>813,913</u>	<u>(625,737)</u>	<u>(26,685)</u>	<u>161,491</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

10. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023.

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 1.4.22 £	Incoming resources £	Resources expended £	Transfer from central funds £	At 31.3.23 £
East Midlands	9,022	-	(5,933)	7,000	10,089
Eastern	9,970	-	(888)	1,000	10,082
Home Counties	10,129	182	(3,961)	3,500	9,850
London	9,903	-	(967)	1,000	9,936
North East	9,283	82	(660)	1,000	9,705
North West	7,773	-	(4,115)	4,500	8,158
Northern Ireland	3,198	-	(237)	735	3,696
South East	9,022	100	(6,390)	7,000	9,732
South West	8,628	112	(5,292)	6,500	9,948
Wales	10,034	-	(3,867)	3,500	9,667
West Midlands	8,174	600	(7,959)	8,738	9,553
Scotland	2,628	-	(60)	917	3,485
	<u>97,764</u>	<u>1,076</u>	<u>(40,329)</u>	<u>45,390</u>	<u>103,901</u>

The Institute of Licensing
(Limited by Guarantee)

Detailed Statement of Financial Activities
for the Year Ended 31 March 2023

	31.3.23 £	31.3.22 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	292,352	187,573
Subscriptions	<u>168,650</u>	<u>161,404</u>
	461,002	348,977
Investment income		
Deposit account interest	1,646	134
Charitable activities		
Regional events	<u>1,076</u>	<u>1,078</u>
Total incoming resources	463,724	350,189
EXPENDITURE		
Charitable activities		
Salaries & national insurance	285,445	225,365
Pensions	7,057	5,936
Insurance	2,080	2,422
Telephone	4,605	3,419
Postage and stationery	119	130
Sundries	2,029	1,456
Meeting expenses	1,867	1,117
Subscriptions	4,003	2,642
Regional events	40,329	17,353
Publication contract	3,540	3,510
Bad debts	-	236
	<u>351,074</u>	<u>263,586</u>
Support costs		
Governance costs		
Trustees' expenses	1,344	395
Accountancy	3,594	2,694
Payroll	<u>1,561</u>	<u>1,489</u>
	<u>6,499</u>	<u>4,578</u>
Total resources expended	<u>357,573</u>	<u>268,164</u>
Net income	<u>106,151</u>	<u>82,025</u>

This page does not form part of the statutory financial statements

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