



INSTITUTE OF FUNDRAISING

**ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDING 31st MARCH 2016**

The Institute of Fundraising

*Registered Charity Number in England and Wales 1079573 and in Scotland SC038971.
Company Limited by Guarantee no. 3870883.*

Our Objects

- i) To advance or promote the efficiency of organisations established for charitable purposes throughout the United Kingdom (as defined in the Charities Act 2011)
- ii) To promote higher standards of administration and fundraising for charitable purposes (as so defined) throughout the United Kingdom
- iii) To educate the public in relation to the matters referred to in i) and ii) above, throughout the United Kingdom.

Our Vision - Excellent fundraising for a better world

Our Mission – To create the environment and understanding for fundraisers to excel

**Institute of Fundraising
Annual Report of the Trustees
For the Year Ended 31st March 2016**

The Trustees are pleased to present their report, together with the financial statements of the charity for the year ending 31st March 2016.

The following have served as directors and Trustees in the period to the date of this report:

Kath Abrahams	(Co-opted April 2013, elected July 2015)
Carol Akuwumi	(Elected, July 2015)
Danielle Atkinson	(Elected July 2014)
Irene Chambers	(Elected July 2012, re-elected July 2015)
Joseph Cuff	(Elected, July 2011, re-elected July 2014, resigned July 2015)
Emily Drayson	(Elected July 2014)
David Eder	(Co-opted by SIG Chairs, July 2014, resigned July 2015)
Helen Elliott	(Co-opted, April 2012, resigned April 2016)
Di Flatt	(Co-opted by Nations & Regional Group Chairs, July 2012, resigned July 2015)
Stephen George	(Elected, July 2011, re-elected July 2014)
Kevin Kibble	(Elected July 2012, retired July 2015)
Karen McKenzie	(Elected July 2013)
Gordon Michie	(Elected, July 2011, re-elected July 2014, resigned July 2015)
Giles Pegram, CBE	(Elected, July 2015)
Tanya Steele	(Co-opted July 2014, resigned December 2015)
Liz Tait	(Co-opted December 2015)
Richard Taylor	Chair from July 2014 (Co-opted, February 2011)
Lynda Thomas	(Co-opted April 2013, resigned July 2015)
Mags Tierney	(Elected July 2013, resigned July 2015)
Mike Wade	(Co-opted, September 2011)
Dominic Will	(Co-opted, April 2016)

Details of each current Trustee are available in the “about us” section of the Institute’s website: www.institute-of-fundraising.org.uk.

1. Our work during 2015/16 & our plans for the future

The Institute of Fundraising (IoF) was founded in 1983 by a committed group of fundraisers getting together to tackle fundraising issues – setting standards, sharing learning and representing fundraisers to government. 33 years later we are the largest individual representative body in the voluntary sector with over 5,700 individual members and over 475 organisational members. While we are far greater in terms of numbers of members than when we started the core of what we do and stand for remains the same, working for and on behalf of fundraisers and finding solutions together to make the world a better place and ensuring fundraising standards meet the needs of the public, donors and beneficiaries.

As we grow the number of people we reach through all of our work, which we have done significantly over the last year, we increase the impact we have, enabling charities to develop more sustainable income streams to help them achieve their objectives.

We have set ourselves the objectives of supporting our members and the wider fundraising community by:

- *Creating a better environment for fundraisers to raise money*
- *Increasing the understanding of fundraising; and*
- *Enabling fundraisers to be the best they can be.*

2015/16 has been a challenging year for the charity sector as a whole. Alongside failures in charity governance, controversy around charity CEO salaries and the sector's role in influencing policy, there has been unprecedented public and political scrutiny for the fundraising profession, which gained traction due to a number of examples of poor fundraising practice highlighted in the media.

In response to this the Institute of Fundraising acted quickly to strengthen the Code of Fundraising Practice, supported the establishment of the new Fundraising Regulator and worked with our members to respond to all the changes facing the sector. Our members have engaged more with their supporters to better understand their needs and are proactively changing their fundraising practices.

Our leadership reassured politicians, the media and the general public that the fundraising community understood that some things had gone wrong, that we were addressing those concerns that enabled us to safeguard the self-regulation of fundraising.

The next step on this journey for the Institute is our planned merger with the Public Fundraising Association (PFRA). This will enable us to build a stronger, single professional fundraising membership organisation for charities which puts improving fundraising practice at the heart of what we do. Our merger, which has been unanimously agreed by both IoF and PFRA Boards is central to creating this new, even

more effective Institute of Fundraising for the whole fundraising community, and it is planned that the merger will take place by the end of July 2016.

We will establish a new compliance function within the IoF to help shape and drive compliance with the Code of Fundraising Practice as we move to transfer responsibility for future development of the Code (and the PFRA Rule Book) to the Fundraising Regulator. By combining and expanding the PFRA's expertise and track record in mystery shopping and compliance with the IoF's role in providing advice, training and professional development across the entire fundraising sector, we can build the single professional membership body which is right for the new challenges and opportunities facing fundraisers. By combining our policy, public affairs and communications teams we will give the fundraising community a stronger voice.

Once the merger with PFRA is complete and the new Fundraising Regulator is up and running we will be in a position to re-engage with the Privy Council on discussions for the Institute's future journey towards Chartered Status.

Investment areas in 2016/17

In 2016/17, we intend to invest in developing a compliance service. We intend to develop this work with the PFRA in the coming months, with the intention that the current PFRA team will lead the delivery of the compliance service post-merger. In partnership with the PFRA, but at their cost, we are currently recruiting a Head of Compliance and a Telephone Compliance Manager to continue the development of this service.

We are also committed to greater investment in how the Institute communicates externally to help the Institute strengthen the influence of the fundraising community, and the Institute's position as the "voice" of fundraisers; and to support and consolidate the post-merger position for both the PFRA and the Institute.

1.1 Create a better environment for fundraisers to raise money

In 2015/16, we set out to grow our engagement with our members and represent their key concerns to the new UK government, devolved administrations and partner organisations. We aimed to continue to grow our support to our members, both directly and through our network of National, Regional and Special Interest Groups; and improve the support and resources we offered to fundraising charities. We aimed to refresh our key networks and events, and to enable our members to learn from other sectors as well as share ideas with each other.

During the year, we achieved:

- ***A greater range of engagement activity with members in relation to fundraising policy.*** We undertook an extensive review of the Code of Fundraising Practice involving over 200 volunteers from across the IoF's

membership. We engaged with National, regional and special interest groups on policy development and changes to regulation, and surveyed our members on fundraising regulatory changes and priorities for the future in order to develop our policy positions and responses;

- ***Effective relationships with Ministers, Civil Servants and key sector bodies*** – we have been a regular participator in government roundtables and meetings with Government officials and we have succeeded in achieving changes to Government policy including increases to Gift Aid Small Donations Scheme allowing charities to benefit more; government commitment to fund a fundraising training programme for smaller charities; bringing in the first ever Memorandum of Understanding for Payroll Giving;
- ***Active participation in media debates and campaigns*** – we have made regular contributions and input to national and regional media and press debates talking about the benefits and value of fundraising and responsible practice;
- ***Growth of our support to our members***, both directly and through our network of National, Regional and Special Interest Groups. We grew our individual membership by 3% to end the year at 5,700 individual members and supported our National and Regional Groups to continue delivering the Introductory Certificate in Fundraising. We also supported our National, Regional and Special Interest groups to increase their turnover increased by 26% last year, which illustrates the expanding reach and impact of our networks and the impressive contribution of our volunteers.
- ***Enhanced support to fundraising charities***. We invested in supporting fundraising charities and grew the number of organisational members to 475 (from 387). We held a number of policy and regulatory updates for our members and continued to deliver successful networking events (including the Directors' Network and the Strategy Forum).

This growth in individual and organisational membership numbers indicates the growth of our reach within the fundraising community and a growth in the support we are offering to the fundraising community.

In 2016/17, we will continue to grow membership and develop our Individual Membership proposition to reflect both the changing external environment and the impact of the merger with the PFRA. Two priorities will be developing a new compliance service, including advice to members, and strengthening our voice in the new regulatory environment. We will develop our support to our membership communities, and invest in support that will help our National, Regional and Special Interest Groups to improve their data management.

1.2 Increase understanding of fundraising

In 2015/16, we set out to increase our digital reach through social media, blogger networks, online key influencers and to refresh the research area of our website. We aimed to publish up to date research by collaborating with sector partners; and we aimed to strengthen the self-regulation of fundraising through our work on the Code and our partnerships with FRSB and PFRA.

During the year:

- ***We championed inspiring fundraising*** by improving traffic to our refreshed website and extending our reach through social media channels. Views of on our website reached 2.5 million (300,000 up on last year) and 1.9 million unique page views. Our reach over Twitter has boomed to over 20,000 followers, allowing us to engage and communicate with new audiences. We also delivered a powerful "Be The Best You Can Be" campaign linked to Convention, and nominations to our National Fundraising Awards reached record levels (328 Awards nominations compared with 297 in 2014).
- ***We developed our knowledge centre for fundraising*** by producing a number of key research pieces, including new partnership work with the Small Charities Coalition to look at the impact on smaller organisations of regulatory changes; the first Fundraising Media DNA report; new pieces on Events Fundraising with Blackbaud and on Corporate Partnerships with Good Values.
- ***We engaged in the development of the standards for fundraising*** – through extensive work to review the Code of Fundraising Practice over the last year, setting new standards in a range of areas, while also responding to investigations and recommendations made by the FRSB, making significant changes to the Code to ensure donors are treated fairly.

The significant work we have undertaken over the last year strengthening the Code of Fundraising Practice and helping to support the establishment of the new Fundraising Regulator has put the sector in a much stronger regulatory position moving forward. Our reports have influenced the regulatory framework and enabled fundraisers to improve their fundraising, whilst the increase in the engagement we have seen in our website and social media channels shows that more fundraisers are accessing our information and guidance for the benefit of their own fundraising practices.

In common with developing our individual membership proposition, our work in 2016/17 to support organisational members will focus on developing our new compliance service and our voice and influence in the external environment. Our policy work in 2016 will focus on the new self-regulatory environment, the transition of the Code of Fundraising Practice to the new regulator and ensuring our members' views on standards are heard by the new regulator. We will continue to invest in enhanced communications and public affairs capacity.

We intend to develop our work with the PFRA in the coming months, with the intention that the current PFRA team will lead the delivery of the Compliance function post-merger.

1.3 Enable fundraisers to be the best they can be

In 2015/16 we aimed to be the leading provider of accessible fundraising resources and skills development across the UK, with National Fundraising Convention, as our flagship event, and a programme of conferences and events. Our Academy committed to deliver “in-house” training and to continue the delivery of grant funded projects, such as the Giving to Heritage programme in partnership with the Heritage Alliance and funded by the Heritage Lottery Fund; and the London Mentoring scheme in partnership with the IoF’s London Region, funded by the City Bridge Trust. We also set out to deliver short professional and qualifications courses through the Academy.

During the year, we delivered:

- ***A range of accessible fundraising resources and skills development across the UK***, including our flagship National Fundraising Convention which attracted over 2,300 registered delegates, and sold out on all three days. We also delivered an enhanced programme of high quality fundraising events, including eight one-day conferences in London, two one-day conferences in the north of England (Manchester and York) and the two-day Scottish Conference, which achieved record delegate numbers and income. We also delivered six more intimate events, featuring policy updates and seminars.
- ***In addition to the Academy’s core open-course programme*** consisting of around 70 short courses on the technical elements of fundraising, reaching 930 delegates during the year, tailored services for fundraisers and their organisations included an in-house Certificate in Fundraising qualification for British Red Cross and short professional courses for Kings College and Interpol. We also delivered the Giving to Heritage programme in partnership with the Heritage Alliance, which has secured a further grant to enable us to continue to deliver the programme in 2016/17, and a mentoring scheme in partnership with the Institute’s South East & London Region that was funded by the City Bridge Trust.
- ***Our the programme of UK-wide blended qualifications***, with courses taking place in Belfast, Cardiff, Edinburgh, London and Manchester. With the launch of the inaugural Diploma Online course in February 2016 we now have a wider reach than ever to enable fundraisers access to the full Certificate and Diploma courses. A concentrated effort to secure sufficient student numbers has enabled the second cohort of the International Diploma in Fundraising to commence in spring 2016. Working closely with The Association of Fundraising Professionals (AFP) a particularly exciting development for 2016-17 is that the UK and US teaching timetables have been arranged to enable much greater engagement between students. For the first time, students will have regular

opportunities to collaborate online via interactive discussion boards while they cover the same topics. This development will further strengthen the international outlook our students will develop as they advance their fundraising knowledge and practice and build a range of high level transferrable thinking skills. The course itself positions the Institute at the cutting edge of worldwide academic qualification excellence in fundraising.

Through increasing the reach of our training, events and academy programme we are enabling more and more fundraisers to learn from each other and from the very best fundraising academics in the UK, so that they in turn are able to deliver fundraising which inspires people to give for vital causes here and abroad.

In 2016/17, Convention will move to the Barbican, and National Awards will move from Convention to the Troxy later in the year. Our Conference programme will deliver 12 one-day conferences and a series of low-cost events for members.

The Academy will deliver over 60 short courses, up to 12 blended qualifications programmes and two online Certificates and two online Diplomas. We will also deliver two cohorts of the Future Leaders Programme and plan to review the Introductory Certificate (which reaches a large number of fundraisers each year and is delivered by National and Regional Groups for the Institute).

1.4 Remember A Charity

Remember A Charity is the Institute's a long-term campaign to increase legacy giving to charities that aims to increase the percentage of wills with a charitable gift to 16% by 2018. In 2015/16 we planned to pilot new research with the Behavioural Insights Team on effective nudging during the will writing process, develop national campaigns to promote gifts in wills and support RAC's members through an integrated PR and marketing drive during Remember A Charity Week.

In 2015/16, we achieved:

- ***An increase of 13% in the percentage of solicitors and Will-writers who 'always or sometimes' mention charity to clients*** during the Will-writing process in the past five years. It is the highest recorded prompting level to date, according to independent research by Future Thinking.
- ***Remember A Charity Week 2015*** generated the highest number of unique visitors to our website since the campaign was founded, with an uplift of 188% compared with the previous year. One in five visitors during the week actively searched for their favourite charities or nearest solicitor.
- ***An increase of 60% in web traffic to Remember A Charity's 'Making a Will' page*** compared with 2014. The number of members who engaged with Remember A Charity Week online doubled compared with the previous year.

- ***More than 1,000 firms of solicitors and Will-writers have committed to prompt clients about charitable giving.*** The milestone was reached following a campaign sent to more than 8,700 solicitors. Letters were co-signed by Rob Wilson, Minister for Civil Society, Damian Hinds, Exchequer Secretary to the Treasury, and Paul Wheelhouse MSP, Minister for Community, Safety and Legal Affairs at The Scottish Government, urging them to highlight the option to clients of leaving a gift to charity.

Remember A Charity is finalising its nudge trials with the Cabinet Office Behavioural Insights Team and Bristol University to test ways of mentioning charity during the Will-writing process. The research, with eight firms including McClure Solicitors and Turcan Connell, builds on trials with The Co-operative Legal Services which showed a significant uplift in the number of charitable Wills written when charity was mentioned. Results will be launched in September 2016.

2. Review of Financial Position

2.1 Introduction

Our financial statements now follow Financial Reporting Standard (FRS) 102 and the new Charities SORP 2015 so some numbers in the comparatives have been restated, as required by these. In total the Institute had incoming resources of £4.9 million (against £4.7 million in 2014/15) and outgoing resources of £4.6 million (against £4.5 million in 2014/15). This resulted in a total surplus of £0.33 million (against £0.15 million in 2014/15).

Our free reserves level increased by £0.2 million in the year. In the long term, the Institute hopes to maintain reserves at a healthy level, and make investments in its growth as necessary to ensure the best use of resources and to increase the reach and impact of its work. The economic climate looks set to remain challenging over the coming years and the Institute is committed to making the best use of its resources to support fundraisers and fundraising in this environment.

The main areas of restricted and designated fund activity are the Remember A Charity campaign, the Scottish Office (partly funded by a Scottish Government grant) and activities delivered by our Membership Community groups. The Institute also received income from its Giving to Heritage programme (in partnership with the Heritage Alliance and funded by the Heritage Lottery Fund), from the Big Lottery Fund for the “Building Fundraising Capacity & Financial Resilience with the Welsh Voluntary Sector” project and a mentoring programme with the London Region (funded by the City Bridge Trust). We have spent down the majority of a designated fund (amounting to £23,650) on the development of the Academy’s Diploma Online in 2015/16. Note 12 to the accounts provides further details.

2.2 Recognition of Membership Income

The Institute has historically recognised membership income on a cash-basis, however the adjustment relating to the FRS102 restatement and restructuring of the accounts means that we have accounted for the membership income on an accruals basis for the first time in the 2015/16 financial statements.

The impact of changing the treatment of membership income has been limited in terms of the end of year results, however, the sum of £0.4 million has moved from our Free Reserves, and is now showing as a Creditor on the Balance Sheet.

2.3 Reserves Policy

The Institute’s reserves policy focuses on the level of its free reserves. Free reserves are defined as net assets excluding restricted funds and designated funds.

In 2012 the Board of Trustees of the Institute decided to move to a risk-based reserves policy. This decision was taken to ensure that the Institute was better reflecting the required level of reserves in line with its current business model. This policy takes high and medium risks established as part of the annual planning process and feeds them

into the budget for the year to provide a composite picture of the overall impact of retained risk on free reserves.

Trustees also consider the risk of closure and, if required, would anticipate an organised closure over a period of time so the free reserves do not need to include full closure costs.

This approach is designed to enable the retention of sufficient free reserves to:

- fund working capital;
- fund unexpected expenditure when unplanned events occur;
- fund shortfalls in anticipated income.

Following a review of the risks to which the charity is exposed, the Board of Trustees consider that in order to meet these needs, and to operate as effectively as possible under the strategy, the Institute should hold free reserves of approximately in the range of £300,000 to £400,000 across the requirements below:

- the financial impact of the medium and high operating risks identified in the 2016/17 budget;
- unplanned opportunities.

As at 31st March 2016, our free reserves amount to £368,690.

The Trustees consider the accrued Membership income of £0.42 million, shown as part of £1.6 million creditor balance on the Balance Sheet, to be part of the Institute's working capital, giving a total working capital of approximately £0.7 million in 2016/17 and in that way significantly contributing to mitigating risks across the organisation as a whole.

2.4 Investment Powers and Policy

Under the Memorandum and Articles of Association, the charity has the power to make any investment that the Trustees see fit.

The Trustees delegate the management of investments to the Finance and Resources Committee. All of the Institute's excess cash funds are held on varied term deposits, at the best rates available, in order to minimise investment risk.

2.5 Risk Assessment

The Trustees have introduced a continuous process of risk assessment that examines key areas of risk at Trustee meetings. The Director of Business Development and Finance is tasked with reporting back to the Trustees about the implementation of agreed systems to manage identified areas of risk. The Trustees are satisfied that the major risks to which the Institute is exposed have been reviewed and systems have been established to manage those risks.

The Trustees have identified the following key areas of risk in 2016/17:

- The ongoing risk to the fundraising profession of a major scandal or an externally driven campaign, which could result in major financial and delivery challenges for the Institute. In order to mitigate the risk, we will continue to invest staff time and resources to manage our media and external relationships. We will establish a Compliance Directorate, following our merger with the PFRA, to support members to meet their obligation to adhere to the Code of Fundraising Practice.
- The potential for statutory regulation of fundraising and a political environment and policy context unsympathetic to fundraising could have a significant impact on services provided by charities but is something over which the Institute itself has limited control. We will continue to campaign on behalf of members and will support the new regulatory system. Our policy and campaigning work will ensure fundraising voice is heard in government, media and other key stakeholders, and we will develop key partnerships with other fundraising infrastructure organisations to present strong and unified responses.
- Our relationship with, and the fundraising profession's influence on, the new regulator represents a risk that, if the relationship is not positive, the Institute may lose influence which would present a threat to our credibility as a membership organisation. We will continue to work to ensure that fundraisers are represented at the highest levels in the new Fundraising Regulator and continue to build a positive relationship with the regulator.
- A new venue for National Convention in 2016 presents an exciting opportunity to grow Convention, but also carries risks associated with a major operational change, especially given that Convention is the Institute's biggest event of the year. Predictive indicators are, at the time of writing, positive, suggesting that the Convention is looking forward to a successful transition to the Barbican in 2016.

3. Structure, Governance and Management

3.1 Governing Document and Appointment of Trustees

The Institute of Fundraising is governed by its Memorandum and Articles of Association. It is registered as a charity with the Charity Commission and the Office of the Scottish Charity Regulator. The Institute is a company limited by guarantee with the Trustees as directors. Peter Lewis is the CEO.

In the latter stages of 2014/15, a task group, chaired by Stephen George (the Institute's Vice Chair), reviewed the Governance structures of the Institute, as a result of the recommendations arising from the PwC report into the Self Regulation of Fundraising. A Special Resolution to amend the Articles was passed at the AGM on Tuesday 7th July 2015, reducing the number of Trustees from 18 to 12 and specifying that the Board should be broadly reflective of the fundraising profession and the wider fundraising community and have a combination of the right skills. A skills audit of current Trustees was undertaken in 2015. The Trustees delegated the task of overseeing the nomination and selection processes for elected and co-opted Trustees to the Nominations Committee.

Eight Trustees are elected by the membership and are announced at the Annual General Meeting, which takes place in July each year. Up to four further Trustees may be co-opted at any time.

Elected Trustees serve a term of three years and may be appointed to serve for one further term. The four co-opted Trustees serve a term of three years and may be appointed to serve for one further term.

The Chair and Officers are appointed by the Trustees from among their number.

Following the elections held in 2015, it was announced at the Annual General Meeting on Tuesday 7th July 2015, that Carol Akuwumi and Giles Pegram, CBE had been elected to the Board and Irene Chambers had been re-elected for a second term. Kath Abrahams became an elected member for the remainder of her term (to 2016).

As a result of the amendment to the Articles of Association, Joseph Cuff, David Eder, Di Flatt, Kevin Kibble, Gordon Michie, Lynda Thomas and Mags Tierney stepped down as Trustees at the AGM in July 2015 and we thanked them for their contributions to the Board.

The following Trustees have been co-opted: Richard Taylor, Mike Wade, and Tanya Steele. Helen Elliott was co-opted for a further term at the AGM. Subsequently, Liz Tait and Dominic Will were co-opted in December 2015 and April 2016 respectively.

During the year Tanya Steele and Helen Elliott stepped down as Trustees and we thanked them for their contributions to the Board.

Richard Taylor was appointed Chair in July 2014.

Stephen George was appointed Vice Chair in April 2013.

Helen Elliott was appointed Honorary Treasurer in July 2012. Following her resignation as a Trustee in April 2016, Helen Elliott remains as the Treasurer and sits as a Board observer. She continues to chair the Finance & Resources Committee.

3.2 Trustee Induction and Training

A training and induction day takes place adjacent to the first full Trustee meeting each September. All Trustees are issued with a full set of documents covering governance, the committee and decision-making process, the business plan and recent financial performance of the charity. The Trustee away-day focuses on the strategic direction of the Institute and also involves the organisation's Executive Management Board.

3.3 Organisation

The Board convenes every quarter for a meeting that examines performance, finance, strategy and risk. Clearly laid out responsibilities are defined for the Trustee body. Delegated powers are given to the Finance and Resources Committee to look at finance, HR, IT, investment and property matters. This is chaired by the Honorary Treasurer, and the committee is composed of a mix of Trustees and non-Trustees appointed for their technical skills and experience.

The Board has set up a series of advisory and functional committees to support the staff in the day-to-day running of the Institute. These are:

- Finance and Resources Committee
- Fundraising Convention Board
- Standards Advisory Board (formerly the Standards Committee)
- Policy Advisory Board
- Learning and Development Committee
- Nominations Committee

Trustees either chair or are members of each of these committees thereby creating an additional control on the information that is accessible to the full Board. The CEO leads an Executive Management Board made up of the Director of Business Development and Finance, Director of Partnerships, and Director of Policy and Communication.

3.4 Staff Remuneration

The Institute of Fundraising undertook a review of its remuneration policies in 2015 and has benchmarked salaries externally. Trustees set the salary of the Chief Executive, using benchmarking and other data to inform their decision. The Chief Executive sets the salaries of all other staff, using benchmarking and other data to review pay levels.

4. Public Benefit Statement

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit:

Further details regarding charities and public benefit can be found at: <http://www.gov.uk/government/collections/charitable-purposes-and-public-benefit>

The Institute of Fundraising's charitable purpose is enshrined in its objects, as follows:

- i. To advance or promote the efficiency of organisations established for charitable purposes throughout the United Kingdom;
- ii. To promote higher standards of administration and fundraising for charitable purposes (as so defined) throughout the United Kingdom;
- iii. To educate the public in relation to the matters referred to in (i) and (ii) above throughout the United Kingdom.

The Trustees ensure that these purposes are carried out for the public benefit by delivering services to enable those with fundraising responsibility in the charity sector to develop and adopt best practice, thereby promoting a transparent and efficiently managed charity sector that engenders public confidence and trust. Further by supporting those in the charity sector with fundraising responsibility, we are able to help all charities to maximise the use of their resources and make a greater impact for all their beneficiaries.

The services that we deliver cover our strategic objectives as set out. Many of these services are open to all, for example training courses and conferences can be accessed by non-members, whilst our policy and campaigning work also benefits those in the wider fundraising community. Institute of Fundraising membership is open to organisations or people employed by a charity or business with responsibility for, or an interest in, fundraising.

Within the structure of the Annual Report of the Trustees, we have commented on this year's activity against our strategic objectives.

All Trustees give their time voluntarily and receive no benefit from the charity. Any expenses reclaimed from the charity are set out in note 5 to the financial statements.

5. Trustees' Responsibilities

Company law requires that the Board of Trustees prepares financial statements for each financial year that give a true and fair view of the state of affairs of the company and of the income and expenditure of the company for that year. In preparing these financial statements, the Board of Trustees has:

- Selected suitable accounting policies and applied them consistently
- Observed the methods and principles in the Charities SORP
- Made judgments and estimates that are reasonable and prudent
- Followed applicable accounting standards and statements of recommended practice without any material departures
- Prepared the financial statements on the going concern basis.

The Board of Trustees is responsible for keeping proper accounting records which disclose, with reasonable accuracy, at any time, the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. It is also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

6. Disclosure of Information to Auditors

The Trustees have confirmed that so far as they are aware, there is no relevant audit information of which the charitable company's auditors are unaware, and that they have taken all steps that they ought to have taken as Trustees in order to make themselves aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

The Report of the Trustees has been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime and was approved by the Trustees on 22 June 2016 and signed on their behalf by

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Richard Taylor, Chair

Independent Auditor's Report to the Members of the Institute of Fundraising

We have audited the financial statements of the Institute of Fundraising for the year ended 31st March 2016 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including FRS102.

Respective responsibilities of Trustees and auditors

As explained more fully in the Trustees' Responsibilities Statement set out on page 16 the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors. This report is made solely to the charity's members as a body in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity'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 charity and the charity's members as a body for our audit work, for this report, or for the opinions we have formed.

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's website at www.frc.org.uk/apb/scope/private.cfm.

Opinion on the financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31st March 2016 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

Opinion on the other matter prescribed by the Companies Act 2006

In our opinion the information given in the Annual Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the charity has not kept proper and adequate accounting records 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.

Nicola Wakefield (Senior Statutory Auditor)

for and on behalf of Mazars LLP

Chartered Accountants and Statutory Auditor

Times House, Throwley Way, Sutton, Surrey, SM1 4JQ

Date

Mazars LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

Institute of Fundraising
Statement of Financial Activities
For the Year Ended 31st March 2016

		Unrestricted Funds	Restricted Funds	Total Funds 2016	Unrestricted Funds	Restricted Funds	Total Funds 2015
	Notes	£	£	£	£	£	£
INCOME AND EXPENDITURE							
INCOME							
Other trading activities	2	209,621	-	209,621	196,007	-	196,007
Investment income		970	-	970	3,317	-	3,317
Charitable activities	3						
Create a better environment for fundraisers to raise money		992,497	996,465	1,988,962	940,076	903,987	1,844,063
Increase understanding of fundraising		87,686	-	87,686	-	77,071	77,071
Enable fundraisers to be the best they can		2,325,026	311,792	2,636,818	2,272,250	271,574	2,543,824
Other income		5,098	-	5,098	3,316	-	3,316
TOTAL INCOME		3,620,898	1,308,257	4,929,155	3,414,966	1,252,632	4,667,598
EXPENDITURE							
Raising funds	2	197,863	-	197,863	162,285	-	162,285
Charitable activities	4						
Create a better environment for fundraisers to raise money		736,889	928,185	1,665,074	710,296	953,787	1,664,083
Increase understanding of fundraising		207,381	-	207,381	65,766	77,071	142,837
Enable fundraisers to be the best they can		2,211,136	315,540	2,526,676	2,246,432	305,177	2,551,609
TOTAL EXPENDITURE		3,353,269	1,243,725	4,596,994	3,184,779	1,336,035	4,520,814
NET MOVEMENT IN FUNDS		267,629	64,532	332,161	230,187	(83,403)	146,784
RECONCILIATION OF FUNDS:							
Funds brought forward at 1st April 2015	12,13	608,327	143,121	751,448	378,140	226,524	604,664
Funds carried forward at 31st March 2016	12,13	875,956	207,653	1,083,609	608,327	143,121	751,448

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure are derived from continuing activities.

	Notes	2016		2015	
		£	£	£	£
Fixed assets					
Intangible assets	8	149,290		40,649	
Tangible assets	9	<u>104,571</u>		<u>157,341</u>	
			253,861		197,990
Current assets					
Debtors and prepayments	10	1,147,870		1,117,442	
Cash at bank and in hand		<u>1,282,176</u>		<u>1,067,801</u>	
		2,430,046		2,185,243	
Creditors : Amounts falling due within one year	11	<u>1,600,298</u>		<u>1,631,785</u>	
Net current assets			829,748		553,458
Total net assets			<u>1,083,609</u>		<u>751,448</u>
The funds of the charity					
Unrestricted funds	12		875,956		608,327
Restricted funds	13		207,653		143,121
					-
			<u>1,083,609</u>		<u>751,448</u>

The financial statements were approved by the Trustees on 22 June 2016 and signed on their behalf by

Richard Taylor
Chairman

Helen Elliott
Hon. Treasurer

Institute of Fundraising
Statement of Cash Flows
Year to 31st March 2016

	Notes	2016 £	2015 £
Cash flow from operating activities			
Net cash provided by operating activities	A	<u>376,317</u>	<u>23,608</u>
Cash flows from investing activities			
Investment income		970	3,317
Purchase of fixed assets		(162,912)	(177,728)
Net cash provided by investing activities		<u>(161,942)</u>	<u>(174,411)</u>
Change in cash and cash equivalents in the year		214,375	(150,803)
Cash and cash equivalents at 1st April 2015		1,067,801	1,218,604
Cash and cash equivalents at 31st March 2016	B	<u>1,282,176</u>	<u>1,067,801</u>

Notes to the cash flow statement for the year to 31 March 2016

A - Reconciliation of net movement in funds to net cash flow from operating activities

	2016 £	2015 £
Net movement in funds	332,161	146,784
Adjustments for:		
Depreciation and amortisation charge	107,041	83,281
Investment income	(970)	(3,317)
Increase in debtors	(30,428)	(177,370)
Increase/(decrease) in creditors	(31,487)	(25,770)
Net cash provided by operating activities	<u>376,317</u>	<u>23,608</u>

B - Analysis of cash and cash equivalents

	2016 £	2015 £
Cash at bank and in hand	<u>1,282,176</u>	<u>1,067,801</u>
Total cash and cash equivalents	<u>1,282,176</u>	<u>1,067,801</u>

1 Accounting policies

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy or note.

b) Reconciliation with previously Generally Accepted Accounting Practice (GAAP)

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was required. The transition date was 1 April 2014.

At the date of transition in applying the requirement to recognise liabilities arising from employee benefits, a liability was recognised for short-term compensated absence arising from employee entitlement to paid annual leave. The initial liability recognised at the date of transition was for the holiday entitlement carried forward and for the entitlement arising in the year which was due but not taken. The initial liability was for £20,000. In addition liabilities arising from the deferral of individual membership, organisational membership and corporate support income into future periods have also been recognised at the transition date. No other restatements were required.

In accordance with the requirements of FRS 102, a reconciliation of opening balances and net income / (expenditure) for the year is provided in note 15.

As per note 4, governance costs are included within support costs and restated in the comparative figures for 2015.

c) Public benefit entity

The charitable company meets the definition of a public benefit entity under FRS 102.

d) Going concern

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

Key judgements that the charitable company has made which have a significant effect on the accounts include the continued demand from the third sector to rely on the Institute's services through membership, learning or attending events.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

1 Accounting policies (continued)

e) Income

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income from membership, corporate support, sponsorship, exhibitions and advertising is credited to the Statement of Financial Activities when the related activity occurs. Income from training courses is credited to the Statement of Financial Activities when the course commences. All other items of income are credited to the Statement of Financial Activities in the year in which they are received.

Income received in advance of the provision of a specified service is deferred until the criteria for income recognition are met.

f) Investment Income

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally on notification of the interest paid or payable by the bank.

g) Fund accounting

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

Unrestricted funds are donations and other incoming resources received or generated for the charitable purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

h) Expenditure and irrecoverable VAT

Expenditure, other than for training courses, is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure for training courses is recognised in full when the course commenced. Expenditure is classified under the following activity headings:

- Costs of raising funds relate to the costs incurred by the charitable company in inducing third parties to make voluntary contributions to it, as well as the cost of any activities with a fundraising purpose and their associated support cost.
- Expenditure on charitable activities includes the costs of delivering services, training, events and other educational activities undertaken to further the purposes of the charity and their associated support costs.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

1 Accounting policies (continued)

i) Allocation of support costs

Resources expended are allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration of each activity, comprising the salary and overhead costs of the central function, is apportioned on the following basis which are an estimate, based on staff time, of the amount attributable to each activity.

- Create a better environment for fundraisers to raise money (36%)
- Increase understanding of fundraising (7%)
- Enable fundraisers to be the best they can be (46%)

j) Operating leases

Rental charges are charged on a straight line basis over the term of the lease.

k) Intangible fixed assets

Comprises of computer software enhancements on the Institute's database and website, which are capitalised where the purchase price exceeds £500. Amortisation costs are allocated to activities on the basis of the use of the related assets in those assets. Assets are reviewed for impairment if circumstances indicate their carrying value may exceed their net realisable value and value in use. Amortisation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life, which has been calculated as four years.

l) Tangible fixed assets

Items of equipment are capitalised where the purchase price exceeds £500. Depreciation costs are allocated to activities on the basis of the use of the related assets in those activities.

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

- | | |
|--------------------------|---------|
| • Office Equipment | 4 years |
| • Furniture and Fittings | 4 years |

m) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

n) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1 Accounting policies (continued)

o) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due. Income received in advance for goods or services that accrue in future periods are deferred and recognised as a liability.

p) Pensions

The Institute operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the Institute. The Institute makes contributions to the pension scheme in accordance with its obligations under the Pensions Reform Regulations. All amounts paid by the charity are charged to the Statement of Financial Activities as incurred.

2 Income and expenditure on raising funds

Income from trading activities	2016	2015
	£	£
Corporate Support	139,631	122,655
Web Development	53,745	57,575
Corporate Sponsorship	16,245	15,777
	209,621	196,007

Expenditure on Raising Funds	2016	2015
	£	£
Staff Costs	96,092	85,655
Web Development	15,724	18,890
Corporate Sponsorship	5,074	2,377
Other Costs	-	3,256
Support Costs	80,973	52,107
	197,863	162,285

Institute of Fundraising
Notes to the Financial Statements (continued)
For the Year Ended 31st March 2016

3 Income from charitable activities

	2016 Create a better environment for fundraisers to raise money	2016 Increase understanding of fundraising	2016 Enable fundraisers to be the best they can be	2016 Total Funds	2015 Total Funds
	£	£	£	£	£
Unrestricted Funds					
Individual Membership	491,383	-	-	491,383	497,429
Organisational Membership	501,114	-	-	501,114	501,959
National Convention, Conferences & Events	-	-	1,300,182	1,300,182	1,285,044
Academy	-	-	613,443	613,443	656,161
Policy Projects	-	87,686	-	87,686	-
Other Professional Development Income	-	-	64,547	64,547	48,196
Regional & Special Interest Groups	-	-	346,854	346,854	282,849
	992,497	87,686	2,325,026	3,405,209	3,271,638
Restricted Funds					
Wales Office	-	-	5,354	5,354	7,213
Big Lottery Grant (Wales)	-	-	55,580	55,580	55,555
Scottish Office (with Govt. Grant)	-	-	62,573	62,573	58,564
Remember A Charity	996,465	-	-	996,465	903,987
Policy Projects	-	-	-	-	15,321
Payroll Giving	-	-	-	-	61,750
City Bridge Trust	-	-	34,259	34,259	378
Heritage Lottery Fund	-	-	144,426	144,426	124,694
National Archives	-	-	9,600	9,600	21,340
OCS Strategic Partner & Small Charities Programme	-	-	-	-	3,830
	996,465	-	311,792	1,308,257	1,252,632
Total income from charitable activities	1,988,962	87,686	2,636,818	4,713,466	4,524,270

Institute of Fundraising
Notes to the Financial Statements (continued)
For the Year Ended 31st March 2016

4 Expenditure on Charitable activities

	2016	2016	2016	2016	2015
	Create a better environment for fundraisers to raise money	Increase understanding of fundraising	Enable Fundraisers to be the best they can be	Total Funds	Total Funds
	£	£	£	£	£
Unrestricted Funds					
Membership Services	599,511	-	-	599,511	621,891
National Convention	-	-	1,091,137	1,091,137	1,182,021
Academy	-	-	457,794	457,794	564,190
Policy Projects	-	162,333	-	162,333	36,776
Other Professional Development costs	-	-	62,872	62,872	110,730
Regional & Special Interest Groups	-	-	321,130	321,130	210,462
Support costs	137,378	45,048	278,203	460,629	296,424
	736,889	207,381	2,211,136	3,155,406	3,022,494
Restricted Funds					
Wales Office	-	-	818	818	6,925
Big Lottery Grant (Wales)	-	-	55,555	55,555	55,555
Scottish Office (with Govt. Grant)	-	-	62,572	62,572	58,563
Remember A Charity	818,181	-	-	818,181	843,746
Policy Projects	-	-	-	-	15,321
Payroll Giving	-	-	-	-	46,265
City Bridge Trust	-	-	25,440	25,440	13,334
Heritage Lottery Fund	-	-	116,822	116,822	67,504
National Archives	-	-	13,328	13,328	17,612
Bursery Fund	-	-	-	-	2,019
OCS Strategic Partner & Small Charities Programme	-	-	-	-	3,830
Support costs	110,004	-	41,005	151,009	205,361
	928,185	-	315,540	1,243,725	1,336,035
Total expenditure on charitable activities	1,665,074	207,381	2,526,676	4,399,131	4,358,529

Institute of Fundraising
Notes to the Financial Statements (continued)
For the Year Ended 31st March 2016

4 Allocation of support and governance costs

Support costs have been apportioned on the basis of predetermined percentage allocations based on staff time.

		Unrestricted funds					
	Basis of Allocation	Create a better environment for fundraisers to raise money	Increase understanding of fundraising	Enable Fundraisers to be the best they can be	Cost of Generating funds	2016 Total	2015 Total
		£	£	£	£	£	£
Support Cost							
Irrecoverable VAT (See note 7)	Staff Time	12,951	4,247	26,227	7,634	51,059	44,902
Depreciation	Staff Time	16,549	5,427	33,515	9,755	65,246	48,020
Operating leases - buildings	Staff Time	25,939	8,506	52,532	15,290	102,267	71,778
- other	Staff Time	1,827	597	3,688	1,073	7,185	5,674
Governance costs (See note 6)	Staff Time	8,474	2,779	17,162	4,995	33,410	28,741
Miscellaneous	Staff Time	71,638	23,492	145,079	42,226	282,435	149,416
Total Unrestricted 2016		137,378	45,048	278,203	80,973	541,602	348,531
		Restricted funds					
	Basis of Allocation	Create a better environment for fundraisers to raise money	Increase understanding of fundraising	Enable Fundraisers to be the best they can be	Cost of Generating funds	2016 Total	2015 Total
		£	£	£	£	£	£
Support Cost							
Irrecoverable VAT (See note 7)	Staff Time	11,053	-	4,120	-	15,173	28,836
Depreciation	Staff Time	14,123	-	5,265	-	19,388	30,838
Operating leases - buildings	Staff Time	22,136	-	8,252	-	30,388	46,093
- other	Staff Time	1,555	-	579	-	2,134	3,642
Miscellaneous	Staff Time	61,137	-	22,789	-	83,926	95,952
Total Restricted 2016		110,004	-	41,005	-	151,009	205,361
Total Allocated 2016		247,382	45,048	319,208	80,973	692,611	553,892
Total Allocated 2015		198,446	44,475	258,864	52,107	553,892	

Institute of Fundraising
Notes to the Financial Statements (continued)
For the Year Ended 31st March 2016

5 Governance Costs

	<u>2016</u>	<u>2015</u>
	£	£
Auditors' fees - current year	15,430	13,600
Trustee's meeting costs	5,980	3,141
Office and other costs	12,000	12,000
	<u>33,410</u>	<u>28,741</u>

6 Staff Costs

	<u>2016</u>	<u>2015</u>
	£	£
Wages and salaries	1,460,966	1,418,685
Social security costs	149,337	146,176
Pension contributions	42,160	49,368
	<u>1,652,463</u>	<u>1,614,229</u>

During the year employees earning in excess of £60,000 per annum, including taxable benefits fell into the following ranges.

	<u>2016</u>	<u>2015</u>
	Number	Number
£80,000 - £89,888	1	1
£60,000 - £69,999	4	3

The total amount of pension benefits paid for these employees was £17,080 (2015: £11,185)

The key management personnel of the charity in charge of directing, controlling, running and operating the charity on a day to day basis comprise the Chief Executive Officer, the Director of Partnerships, the Director of Business Development and Finance, the Director of Policy and Communications and the Director of Remember a Charity. The total remuneration (including taxable benefits and employer's pension contributions) of the key management personnel for the year was £408,878 (2015 - £394,297). Trustees' remuneration for the year was £Nil (2015 - £Nil).

The total paid to trustees for services rendered are as follows;

Name	Service provided	<u>2016</u>	<u>2015</u>
		£	£
Carol Akuwumi	professional development	2,688	-
Stephen Pidgeon	professional development	-	5,032
Adrian Sargeant	professional development curriculum development)	-	29,301
		<u>2,688</u>	<u>34,333</u>

The total sum of £7,268 (2015: £5,159) was paid to 7 (2015: 6) trustees in relation to travel and subsistence.

6 Staff Costs (continued)

The average number of employees analysed by function was:

	<u>2016</u>	<u>2015</u>
	No.	No.
Costs for generating funds	2	2
Create a better environment for fundraisers to raise money	17	17
Increase understanding of fundraising	7	7
Enable Fundraisers to be the best they can	16	16
	<u>42</u>	<u>42</u>

7 Value Added Tax

The charity is partially exempt for VAT and cannot recover all the VAT it pays. Irrecoverable VAT in the year amounted to £216,481 (2015: £223,015).

8 Intangible Fixed Assets

	Computer Software & Website	Total
	£	£
All used for direct charitable purposes		
Cost		
At 1st April 2015	342,784	342,784
Additions	155,273	155,273
Disposals	(190,250)	(190,250)
At 31st March 2016	<u>307,807</u>	<u>307,807</u>
Amortisation		
At 1st April 2015	302,135	302,135
Charges for the year	46,632	46,632
Disposals	(190,250)	(190,250)
At 31st March 2016	<u>158,517</u>	<u>158,517</u>
Net book value		
At 31st March 2016	<u>149,290</u>	<u>149,290</u>
At 1st April 2015	<u>40,649</u>	<u>40,649</u>

Institute of Fundraising
Notes to the Financial Statements (continued)
For the Year Ended 31st March 2016

9 Tangible Fixed Assets	Office Equipment	Furniture and Fittings	Total
All used for direct charitable purposes	£	£	£
Cost			
At 1st April 2015	82,057	189,107	271,164
Additions	7,400	239	7,639
Disposals	(45,350)	(6,889)	(52,239)
At 31st March 2016	44,107	182,457	226,564
Depreciation			
At 1st April 2015	56,513	57,310	113,823
Charges for the year	9,011	51,398	60,409
Disposals	(45,350)	(6,889)	(52,239)
At 31st March 2016	20,174	101,819	121,993
Net book value			
At 31st March 2016	23,933	80,638	104,571
At 1st April 2015	25,544	131,797	157,341

10 Debtors and Prepayments

	2016	2015
	£	£
Trade Debtors - Unrestricted	127,412	252,082
Trade Debtors - Restricted	618,722	602,294
Accrued Income	-	44,263
Other Debtors	54,201	53,265
Prepayments	347,535	165,538
	1,147,870	1,117,442

Included within other debtors is £48,996 (2015: £48,996), which relates to debtors which fall due in more than 1 year more than one year.

11 Creditors - Amounts falling due within one year

	2016	2015
	£	£
Trade creditors	232,926	107,094
VAT	2,570	36,243
Taxation and Social Security costs	192	52,639
Other Creditors	60,560	85,728
Accruals & Deferred income - Unrestricted	566,189	579,889
Accruals & Deferred income - Restricted	737,861	770,192
	1,600,298	1,631,785

Institute of Fundraising
Notes to the Financial Statements (continued)
For the Year Ended 31st March 2016

12 Movement in funds

	At 1st April 2015 £	Income £	Expenditure £	Transfers £	At 31 st March 2016 £
Unrestricted Funds					
General	159,006	3,274,044	(3,008,489)	(55,871)	368,690
Designated Funds					
Regional and Special Interest Groups	224,931	346,854	(321,130)	-	250,655
Development of the Diploma Online	26,400	-	(23,650)	-	2,750
Fixed assets (intangible & tangible)	197,990	-	-	55,871	253,861
Sub Total Designated Funds	449,321	346,854	(344,780)	55,871	507,266
Total unrestricted Funds	608,327	3,620,898	(3,353,269)	-	875,956
Restricted Funds					
Wales Office	288	5,354	(818)	-	4,824
Big Lottery Grant (Wales)	-	55,580	(55,555)	-	25
Remember A Charity	130,550	996,465	(928,185)	-	198,830
City Bridge Funding	2,195	34,259	(34,933)	-	1,521
Heritage Lottery Funding	6,360	144,427	(148,334)	-	2,453
National Archives	3,728	9,600	(13,328)	-	-
Scottish Office (Scotland Gov Grant)	-	62,572	(62,572)	-	-
Total restricted Funds	143,121	1,308,257	(1,243,725)	-	207,653
Total funds	751,448	4,929,155	(4,596,994)	-	1,083,609

13 Analysis of net assets between funds

	General Funds 2016 £	Designated Funds 2016 £	Restricted Funds 2016 £	Total Funds 2016 £	Total Funds 2015 £
Fixed assets	-	253,861	-	253,861	197,990
Debtors	529,148	-	618,722	1,147,870	1,117,442
Cash at bank and in hand	699,579	253,405	329,192	1,282,176	1,067,801
Creditors: Amounts falling due within one year	(860,037)	-	(740,261)	(1,600,298)	(1,631,785)
	368,690	507,266	207,653	1,083,609	751,448

Transfers between funds:

The sum of £26,400 was transferred from the General Fund to a designated fund for the purpose of supporting the development of the Academy's Online Diploma in 2015/16. £23,650 of this sum was spent in 2015/16, leaving a balance of £2,750 which will be spent in 2016/17. The sum of £55,871 has been transferred from the General Fund to Fixed Assets.

Designated Funds:

The remaining designated fund relates to income and expenditure arising from our network of Regional & Special Interest Groups.

Restricted Funds:

The Wales Office

The Welsh Office continued delivering the project "Building Fundraising Capacity & Financial Resilience within the Welsh Voluntary Sector", which is a three-year programme funded by the Big Lottery.

Remember A Charity

Remember A Charity is the Institute's long-term project to increase legacy giving to charity.

City Bridge Funding

We secured funding during the year for a three-year programme of mentoring, funded by the City Bridge Trust, which is being delivered in partnership with our South East & London Region.

Heritage Lottery Fund

We secured funding for a two and a half year programme, funded by the Heritage Lottery Fund and delivered in partnership with the Heritage Alliance, which will build fundraising capacity in the Heritage Sector.

National Archives

We secured funding from the National Archives to support the delivery of the National Archives' Heritage Lottery funded Catalyst Programme.

Scottish Office

The Institute receives grants from the Scottish Government for the purpose of funding our activities in Scotland.

Institute of Fundraising
Notes to the Financial Statements (continued)
For the Year Ended 31st March 2016

14 Operating lease commitments

The charity's total future minimum lease payments under non-cancellable operating leases is as follows for each of the following periods

	Property		Equipment	
	2016 £	2015 £	2016 £	2015 £
Leases that expire:-				
Within 1 year	85,028	49,600	6,288	-
Between 2-5 years	212,570	333,026	38,761	34,440
	297,598	382,626	45,049	34,440

15 Impact of transition to FRS 102 and SORP 2015

Reserves Position	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	31 March 2015			1st April 2014		
	£	£	£	£	£	£
Funds previously reported	1,010,898	145,521	1,156,419	783,728	228,924	1,012,652
Adjustments on transition						
Holiday pay accrual	(17,600)	(2,400)	(20,000)	(17,600)	(2,400)	(20,000)
Deferred Income	(384,971)	-	(384,971)	(387,988)	-	(387,988)
Funds restated on transition	608,327	143,121	751,448	378,140	226,524	604,664
Impact on income & expenditure						
	Unrestricted	Restricted	Total			
	31 March 2015					
	£	£	£			
Net income/(expenditure) as previously reported	227,170	(83,403)	143,767			
Adjustments on transition						
Holiday pay accrual	-	-	-			
Deferred Income	3,017	-	3,017			
Funds restated on transition	230,187	(83,403)	146,784			

Institute of Fundraising
Reference and administrative details
For the Year Ended 31st March 2016

Charity number	England and Wales 1079573, Scotland SC038971
Company number	03870883
Registered office	Charter House 13-15 Carteret Street London SW1H 9DJ
Auditors	Mazars LLP Times House Throwley Way Sutton Surrey SM1 4JQ
Bankers	National Westminster Bank PLC 358 South Lambeth Road London SW8 1UR
Solicitors	Bates, Wells & Braithwaite London LLP 10 Queen Street Place London EC4R 1BE
Directors and Trustees	The directors of the charitable company (“the charity”) are its Trustees for the purpose of charity law and throughout the report are collectively referred to as “the Trustees”.
Senior Staff	Peter Lewis is the Chief Executive.