



INSTITUTE OF FUNDRAISING

ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2018

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

Our Vision

Excellent fundraising for a better world

Our Mission

To create the environment and understanding for fundraisers to excel

Excellent fundraising is the essential ingredient that enables organisations to make the world a better place.

What do we mean by excellent fundraising?

Excellent fundraising is fundraising that has the values of the organisation at its heart. It inspires people and organisations to give, and it provides the resources in order that those organisations fulfil their objectives. Excellent fundraising is ethical and effective and treats donors fairly and with respect.

An excellent fundraising organisation is one that adopts a strategic approach to achieving its objectives; embeds excellent fundraising throughout its organisation, including in its staff, volunteers and trustees; continually reviews its practices and makes improvements, innovates through ideas and technology, and invests in staff, volunteers and systems.

Our Charitable 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.

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1. INTRODUCTION

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. Since then the IoF has expanded and evolved and is now the largest individual representative body in the voluntary sector with over 6,000 individual members and over 600 organisational charity members. Our members generate over £10bn in voluntary income and fundraising activities for good causes every year.

Our impact and influence on charity fundraising is second to none, as the voice of charity fundraisers, a hub of high standards and innovation, and the 'go to' body for training and qualifications. Our reach and support for the fundraising community extends across the whole of the United Kingdom with vibrant IoF groups running events and networks in every nation and region, and our 23 Special Interest Groups bringing fundraisers together in every interest area from major donors, to payroll giving, from the cultural sector to technology. Each positive engagement the Institute has with a fundraiser means they are better able to have an impact for the cause or community for whom they work or volunteer.

Over the last year, in the context of continued political and economic uncertainty over Brexit, and regulatory changes in relation to the handling of individuals' data, the IoF has continued to grow and expand our membership as well as the support we offer for the wider fundraising community. We have expanded our reach, services and support for fundraisers, as well as increasing understanding of fundraising supporting a better environment for fundraisers to raise money.

Three specific new initiatives deserve a mention over the last year. Firstly, we were proud to be chosen to take on the legacy of the Commission on the Donor Experience, championing its work both to the fundraising community and to wider stakeholders. As part of that, we have established a new Special Interest Group on Donor Experience, set up a new Award for Best Donor Experience at Convention and embedded donor experience expertise within our Standards Advisory Board.

Secondly, we are delighted to have become a partner of the Arts Council as one of its Sector Support Organisations. With our own Cultural Sector Network and in partnership with Young Arts Fundraisers, we will be working to increase our reach into the cultural sector across England over the next four years.

Finally, we have launched a bold and ambitious initiative to increase the diversity of the fundraising profession. As a part of this, we have

established a new Expert Advisory Panel on Equality, Diversity and Inclusion to advise our Board and staff team and to develop a long-term strategy to transform the diversity of the profession.

The IoF is proud to be the professional membership body for the fundraising community, as we look to build on another successful year.

The Trustees are pleased to present their report, together with the financial statements of the charity for the year ended 31st March 2018.

2. PERFORMANCE AND IMPACT

Over the course of the year, we have continued to deliver against our Strategic objectives to create a better environment for fundraisers to fundraise, increasing the understanding of fundraising and enabling fundraisers to be the best they can be.

More specifically our priorities for last year were embedding fundraising excellence across our work, supporting our members with more advice and guidance, especially for smaller charities, and beginning the journey to invest in our own systems and people to be better able to meet the needs of the fundraising community.

We have delivered all of that, and more. We have continued to grow and expand our membership, as well as the support we offer to the wider fundraising community. We have over 6,000 individual members, 609 organisational members, and 110 corporate members and over 200 members of Remember A Charity, our long-term project to increase legacy giving, for the first time.

Enabling fundraisers to be the best they can be

Our Annual Fundraising Convention and National Fundraising Awards had another successful year, with over 2,400 fundraisers participating in Convention. 146 people gained one of our qualifications, 1,800 attended one of our conferences or events and our National, Regional and Special Interest Groups continued to grow their reach.

The evaluations of all our activities continued to rise, with our conferences and events rated on average at 8 out of 10; 87% of our Diploma students saying that the qualification had helped them in their professional development and career; and 90% of people on our short professional training courses being confident that they would apply their learning back in their workplaces. Remember A Charity's "Last Pirate FM's" legacy campaign generated more interest from the public than ever before and won a prestigious national award.

Creating a better environment for fundraisers to fundraise

We consolidated our place at the heart of the fundraising community, leading on issues of most importance to our members. Collaborating with the Fundraising Regulator, we provided definitive guidance on GDPR, signed off by the ICO, took on the legacy of the Commission on Donor Experience and launched a bold initiative to increase the diversity of the profession.

We delivered a huge amount of support and advice on GDPR, with the highest level ever of downloads of our guidance (over 98,000 downloads), as well as a range of successful face-to-face and online training and events, to enable our members to comply with the new regulations.

Our new mystery shopping service for private site fundraising has demonstrably improved standards, our telephone call-levelling service has been well received by members and we have rolled out our online ethics module to all our members.

Increasing the understanding of fundraising

Our social media reach has expanded considerably alongside excellent engagement in innovation-focussed events with, amongst others, Facebook, Barclays and Amazon. On the back of our Fundraising for Small Charities publication in July we went on to co-host a Summit on fundraising for small charities with the DCMS to explore the issues further, publishing the outcomes of the discussion.

We engaged with politicians, policy makers and the media from around the UK throughout the course of the year to promote fundraising, including through a very successful reception in the Houses of Parliament, to celebrate the excellent fundraising of our Fundraising Award winners.

In Scotland, we have been given a greater role by the Scottish government, subsequent to the Independent Review of the Scottish Fundraising self-regulatory system, and have now taken on the secretariat of the Independent Panel as well as a larger role in providing fundraising training across the whole of Scotland.

In Wales, we began delivery of a new Fundraising Health Check programme for small Welsh Charities funded by the Big Lottery Fund; while in Northern Ireland we secured new funding from the Halifax Foundation for Northern Ireland to deliver training on the Code of Fundraising Practice.

New members of the senior leadership team have helped drive forward the benefits of the merger with the PFRA, bringing together our

Compliance, Academy and Membership teams to embed professional standards across our engagement with members, and have led on all the essential research and preparation needed to underpin a planned investment in systems over the next year.

Impact

All of the above means we are incredibly proud of our impact. We know that every interaction we have with a fundraiser means that they can go back to their charity to deliver ever more excellent fundraising, inspire even more donors to give and raise even more funding for their cause.

In addition, we know that fundraising has a wider impact than simply raising money. Our polling with YouGov in 2017 showed that as a result of receiving a fundraising communication, 60% of people go on to do something else positive for that cause, whether talking to friends or family about it, finding out more about that cause themselves or going on to volunteer for it.

We also know that participating in fundraising training pays dividends. The independent evaluation of our Giving to Heritage Programme showed that £3.15 million new funding had been raised as a result of a £0.75 million investment.

Evidence we collect also shows that every year the standards of public fundraising have increased, with fewer breaches of the Code of Fundraising Practice and Rule Books. Over the last year, our mystery-shopping programme showed that on average fundraisers on the street and on private sites score 98%, meaning the general public and potential donors enjoy a better experience from every interaction.

We are also proud of our impact on increasing legacy giving. Remember A Charity's targeted strategic work has contributed to 27% people now saying they will leave a gift to charity in their will, up from 23% in 2009. 15.8% of wills at probate over the last year included a gift to charity in them – a rise of 28% since 2012. We also know that more solicitors and will writers are talking about the opportunity to leave a gift to charity when speaking to people planning to make a will.

With legacy giving making up around £3 billion in annual income to charities already, we know that every extra conversation, every increase in the number of people leaving a gift to a charity in their will, means that in the future charities will be able to do even more to pursue their vital causes.

3. FUTURE PLANS

Over the course of the next year, we will continue to deliver against our Strategic Framework 2017-21: representing and serving the fundraising community, delivering higher levels of excellent fundraising and championing innovation and the profession.

We will continue the activities we started in 2017/18 to do more to support smaller charities and to deliver the Project on Donor Experience. We will also be implementing a new governance structure for our public fundraising compliance services, as well as developing more training and guidance to help both charities and agencies deliver excellent public fundraising. We will prioritise across the organisation, our new work to support fundraisers in the cultural sector and to help the fundraising profession to become more diverse.

Our work on diversity will be centred on supporting the Expert Panel on Equality, Diversity and Inclusion (EDI) to establish the existing baseline of diversity within the profession, agree the key issues to be tackled and develop a strategy to address those issues.

Despite ongoing anxieties about Brexit, the role of the sector, and more specifically GDPR, we believe it is also a year when we can begin to be more proactive and positive in championing fundraising and representing our members to improve the environment for fundraising and giving. We will continually engage with our members to understand their priorities and work with government, stakeholders, and across sectors so that charities can raise more money to make a difference in the world. We will also continue to engage with the Privy Council with a view to becoming a chartered body.

It will also be the year when we begin to make the crucial investment in our systems to make sure we can continue to improve our support to the fundraising community around the UK.

4. REVIEW OF FINANCIAL POSITION

4.1 INTRODUCTION

Our financial statements follow Financial Reporting Standard (FRS) 102 and Charities SORP 2015. In total, the Institute had income of £5.9 million (against £5.4 million in 2016/17). Expenditure totalled £5.8 million (against £5.3 million in 2016/17), resulting in an increase in total reserves of £73.2k.

Our free reserves level decreased by £3.3k to £376.2k as part of overall unrestricted funds of £812.4k. The Institute intends 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. Scoping work began in 2017/18 towards an integrated ICT System including CRM, Website and Finance to support our development and growth of member services. We will continue to invest in this during 2018/19 and 2019/2020.

The main areas of restricted fund activity are the Remember A Charity campaign; the Scottish Office (partly funded by a Scottish Government grant); the Welsh Office (partly funded by a Big Lottery Fund Wales grant); and the Compliance Directorate. The Institute also received income from its Giving to Heritage programme (in partnership with the Heritage Alliance and funded by the Heritage Lottery Fund), and a programme working to support BAME groups with Black Fundraisers UK (funded by the Tudor Trust). Our main designated funds are for activities delivered by our volunteer led Membership Community groups.

4.2 RESERVES POLICY

The nature of the Institute's activities leads to the majority of income being received in advance, notably from membership and events. This not only provides high levels of working capital but also allows us to adapt future plans based on income secured to manage risks. At the end of March 2018, income received in advance (reported in the creditor balance) totalled over £1.5m (2017: £1.6m).

As a result of this analysis of income received and the dynamics of the current business model, the Board of Trustees has adopted a risk-based reserves policy. 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. This approach is designed to enable the retention of sufficient free reserves to fund unexpected expenditure when unplanned events occur that cannot be managed through revisions to in-year plans.

Following a review of the risks to which the charity is exposed in its plans for 2018/19, the Board of Trustees consider that in order to meet these needs, the Institute should hold free reserves in the range of £300k to £400k. This will allow the Institute to operate as effectively as possible and to implement the strategy, including completing the ICT Systems investment.

As at 31st March 2018, our free reserves amounted to £376.2k.

4.3 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. Excess cash funds are held on short-term deposits, at the best rates available.

4.4 FUNDRAISING PRACTICES STATEMENT

Over the course of 2017-18 the Institute of Fundraising did not undertake public fundraising activity nor employ any staff with a specific remit for public fundraising.

However, the Trustees have reviewed the Charity Commission *Charity fundraising: a guide to trustee duties* (CC20) guidance and are confident that obligations are being fulfilled.

The Chief Executive and all of the Directors have a role in diversifying the Institute's income, with specific responsibility allocated to our Director of Development & Remember A Charity. The Head of Development is a salaried member of staff who has oversight of all grant applications and has a remit to diversify the Institute's income. The IoF does not recruit volunteer fundraisers. The IoF does not have any subsidiary trading companies, nor do we employ commercial third parties to undertake fundraising on our behalf.

IoF members agree to abide by the regulations set out in the Code of Fundraising Practice and our Code of Conduct. Our Member Disciplinary Procedures are published on our website.

Our commercial and corporate supporters/members do not undertake public fundraising on our behalf. They also sign up to support the Code and best practice and can be disciplined and removed from membership if in breach of the Code.

Agreed governance procedures are in place to assist our network of volunteers to maintain proper use of our data, name, image, logo and intellectual property. Staff provide support to our volunteers who each sign up to a Volunteer Agreement and undertake not to bring the Institute into disrepute.

Each of our staff team is aware of the Code of Fundraising Practice and our volunteers and members sign up to comply with the Code of Fundraising practice. We regularly brief the staff team on developments in the Code.

We have an open complaints process, which the Trustees have reviewed and agreed, which applies to IoF staff, volunteers and our members. Our complaints procedure is published on our website. We have had no complaints about our fundraising over the course of the year.

Financial oversight of income generation and expenditure is provided by the Finance & Resources Committee, which reports to every Board meeting. Risks are managed through Corporate & Financial Risk Assessments. Effective financial controls are in place and any serious incident would be reported to the Charity Commission and other relevant agencies.

Reports are filed in accordance with the regulations set out by Companies House, the Charity Commission and OSCR.

4.5 RISK ASSESSMENT

The Trustees have a process of continuous risk assessment that examines key areas of risk at quarterly Trustee meetings. The Chief Executive is tasked with reporting 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 2018/19:

- ◆ 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 fundraising community, the Institute's members, and the Institute. In order to mitigate the risk, we will continue to invest in our compliance, advice and training functions to support members to meet their obligation to adhere to the Code of Fundraising Practice. We will focus on promoting excellent and innovative fundraising and continue to invest staff time and resources to manage our media and external relationships.
- ◆ 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 and the Institute. We will continue to support the new regulatory system, support our members to deliver excellent fundraising, and represent our members to the government, regulators and the media. Our policy work will ensure a professional fundraising voice is heard in government, the media and with other key stakeholders, and we will develop key partnerships with other partner organisations to present strong and unified responses.

5. STRUCTURE, GOVERNANCE AND MANAGEMENT

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 company directors.

5.1 APPOINTMENT OF TRUSTEES

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 shall retire after one year, unless reappointed. Each co-opted trustee shall be eligible for reappointment up to a maximum term of six years in total.

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

Amanda Bringans was appointed Chair of the Institute, taking over from Richard Taylor, on Monday 3rd July 2017.

Danielle Atkinson and Emily Drayson were re-elected for a further three-year term and Isobel Michael was newly elected to the Board.

5.2 TRUSTEE INDUCTION AND TRAINING

All new 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, and are given a full induction by the Chair and staff team. The Trustee away day focuses on the strategic direction of the Institute and involves the organisation's Executive Management Board.

5.3 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 provide oversight of 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
- ◆ 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 Board took the decision in March 2018 to work towards the standards set out in the Charity Governance Code.

The Board delegates day-to-day management to the Chief Executive, Peter Lewis. The Chief Executive leads an Executive Management Board made up of the Director of People & Resources, Director of Partnerships & Innovation, Director of Membership, Compliance and Professional Development, Director of Engagement & External Affairs, and Director of Development & Remember A Charity.

5.4 STAFF REMUNERATION

Trustees set the salary of the Chief Executive, using benchmarking and other data to inform their decision. The Chief Executive, in consultation with the Board and Finance and Resources Committee, sets the salaries of all other staff, using benchmarking and other data to review pay levels.

5.5 VOLUNTEERS

The IoF relies on the voluntary input of members and supporters for a large amount of its activities. Time given as group committee members and organisers, speakers, trainers, advisors, Committee members and in other ways supporting IoF's work enables us to provide a wide range of services to members and the sector that we would otherwise be unable to provide. We currently have circa 500 regular volunteers.

This volunteer time is not recognised as either income or expenditure in the Statement of Financial Activities, but is of huge importance to our members and the wider fundraising community, and is greatly valued by the organisation.

5.6 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.

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 any organisations or people employed by a charity or business with responsibility for, or an interest in, fundraising, and who are happy to sign up to comply with the Code of Fundraising Practice and our own Code of Conduct. The Institute provides a range of bursaries and scholarships to support access to our services.

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 in relation to their role as Trustees. Any expenses reclaimed from the charity are set out in note 7 to the financial statements.

5.7 TRUSTEES' RESPONSIBILITIES

The Trustees (who are also directors of the Institute of Fundraising for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company of the income and expenditure, of the charitable company for that period.

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

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

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Each of the trustees confirms that:

- ◆ so far as the trustee is aware, there is no relevant audit information of which the charitable company's auditor is unaware; and
- ◆ the trustee has taken all the steps that he/she ought to have taken as a trustee in order to make himself/herself aware of any relevant audit information and to establish that the charitable company's auditor is aware of that information.

This confirmation is given and should be interpreted in accordance with the provisions of s418 of the Companies Act 2006.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

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 18 June 2018 and signed on their behalf by

Amanda Bringans, Chair

6. INDEPENDENT AUDITOR'S REPORT

Opinion

We have audited the financial statements of the Institute of Fundraising (the 'charitable company') for the year ended 31 March 2018 which comprise the statement of financial activities, the balance sheet, the statement of cash flows, the principal accounting policies and the notes to the financial statements. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the charity's trustees as a body, in accordance with Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion, the financial statements:

- ◆ give a true and fair view of the state of the charitable company's affairs as at 31 March 2018 and of its income and expenditure for the year then ended;
- ◆ have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- ◆ have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

Basis for opinion

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

audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- ◆ the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- ◆ the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

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

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

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

Matters on which we are required to report by exception

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

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

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

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a

guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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

Edward Finch (Senior Statutory Auditor)
for and on behalf of Buzzacott LLP, Statutory Auditor
130 Wood Street
London EC2V 6DL

Date

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

7. FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2018

7.1 STATEMENT OF FINANCIAL ACTIVITIES

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
INCOME AND EXPENDITURE							
INCOME							
Voluntary Income							
Donations, Legacies including Gift in Kind		6,521	14,974	21,495	17,511	40,207	57,718
Income from generating funds	2	208,430	-	208,430	172,849	-	172,849
Investment income		95	-	95	-	-	-
Charitable activities	3						
Create a better environment for fundraisers to raise money		1,201,495	1,121,321	2,322,816	1,120,290	1,011,041	2,131,331
Increase understanding of fundraising		-	586,282	586,282	-	275,517	275,517
Enable fundraisers to be the best they can		2,510,298	233,286	2,743,584	2,420,928	280,057	2,700,985
Other income		6,198	-	6,198	37,557	-	37,557
TOTAL INCOME		3,933,037	1,955,863	5,888,900	3,769,135	1,606,822	5,375,957
EXPENDITURE							
Costs of generating funds	2	223,017	-	223,017	198,594	-	198,594
Charitable activities	4						
Create a better environment for fundraisers to raise money		937,677	1,061,740	1,999,417	952,612	948,865	1,901,477
Increase understanding of fundraising		227,812	583,572	811,384	268,386	345,691	614,077
Enable fundraisers to be the best they can		2,583,158	198,694	2,781,852	2,345,039	279,128	2,624,167
TOTAL EXPENDITURE		3,971,664	1,844,006	5,815,670	3,764,631	1,573,684	5,338,315
NET INCOME/(EXPENDITURE)		(38,627)	111,857	73,230	4,504	33,138	37,642
Acquisition of funds arising from merger	16	-	-	-	-	408,033	408,033
Transfer between funds	13	(18,986)	18,986	-	(10,426)	10,426	-
NET MOVEMENT IN FUNDS		(57,613)	130,843	73,230	(5,922)	451,597	445,675
RECONCILIATION OF FUNDS:							
Funds brought forward at 1st April 2017	13,14	870,034	659,250	1,529,284	875,956	207,653	1,083,609
Funds carried forward at 31st March 2018	13,14	812,421	790,093	1,602,514	870,034	659,250	1,529,284

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

7.2 BALANCE SHEET AS AT 31ST MARCH 2018

	Notes	2018		2017	
		£	£	£	£
Fixed assets					
Intangible assets	9	162,151		203,622	
Tangible assets	10	66,255		<u>127,341</u>	
			228,406		330,963
Current assets					
Debtors and prepayments	11	1,199,705		1,519,309	
Cash at bank and in hand		2,054,236		1,663,450	
		3,253,941		3,182,759	
Creditors : Amounts falling due within one year	12	(1,879,833)		(1,984,438)	
Net current assets			1,374,108		1,198,321
Total net assets			1,602,514		1,529,284
The funds of the charity					
Unrestricted funds					
General	13		376,202		379,574
Designated			436,219		490,460
			812,421		870,034
Restricted funds	13		790,093		659,250
			1,602,514		1,529,284

The financial statements were approved by the Trustees on 18 June 2018 and signed on their behalf by

Amanda Bringans, Chair

Helen Elliott, Hon. Treasurer

7.3 STATEMENT OF CASH FLOWS YEAR TO 31ST MARCH 2018

	Note	2018 £	2017 £
Cash flow from operating activities			
Net cash provided by operating activities	A	<u>449,807</u>	<u>206,154</u>
Cash flows from investing activities			
Investment income		95	-
Purchase of fixed assets		(59,116)	(134,045)
Cash received from merger (see note 16)		-	309,165
Net cash provided by investing activities		<u>(59,021)</u>	<u>175,120</u>
Change in cash and cash equivalents in the year		390,786	381,274
Cash and cash equivalents at 1st April 2017		1,663,450	1,282,176
Cash and cash equivalents at 31st March 2018		<u>2,054,236</u>	<u>1,663,450</u>

Notes to the cash flow statement for the year ended 31 March 2018

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

	2018 £	2017 £
Net movement in funds	73,230	445,675
Adjustments for:		
Acquisition of funds arising from merger (see note 16)	-	(408,033)
Depreciation and amortisation charge	161,673	144,978
Investment income	(95)	-
Decrease/(increase) in debtors	319,604	(247,108)
(Decrease)/increase in creditors	(104,605)	270,642
Net cash provided by operating activities	<u>449,807</u>	<u>206,154</u>

7.4 NOTES TO THE FINANCIAL STATEMENTS

1. Accounting policies

a) Statutory information

The Institute of Fundraising is a charitable company limited by guarantee and is incorporated in England, Wales and Scotland. The registered office address is Charter House, 13-15 Carteret Street, London, SW1H 9DJ.

b) 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), (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.

c) Public benefit entity

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

d) Critical accounting estimates and areas of judgement

Preparation of the accounts requires the trustees and management to make significant judgements and estimates.

The items in the accounts where these judgements and estimates have been made include:

- ◆ estimating the useful economic life of tangible and intangible fixed assets;
- ◆ provision of bad debt; and
- ◆ the allocation of support costs (as discussed below)

e) Going concern

There are no material uncertainties about the charitable company's ability to continue as a going concern.

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.

f) 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 earned. 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.

g) Donated goods and services

Donated goods and services are included at the value to the Institute i.e. the value the Institute would have paid in the open market. The majority of these gifts in kind are donated venues and meeting hosting, and free marketing and advertising.

h) 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.

i) 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 relevant fund.

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

Designated funds are unrestricted funds designated by the Trustees for particular purposes.

j) 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 commences.

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.

k) Allocation of support costs

Expenditure is 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 is an estimate, based on staff time, of the amount attributable to each activity.

- Create a better environment for fundraisers to raise money (31%)
- Increase understanding of fundraising (23%)
- Enable fundraisers to be the best they can be (41%)
- Cost of raising funds (5%)

l) Operating leases

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

m) Intangible fixed assets

Comprises of computer software enhancements on the Institute's database and website and compliance training platforms, 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 4 years.

n) 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
Land and Buildings	remaining life of the lease
Leasehold equipment	remaining life of the lease(s)

o) 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.

p) 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.

q) 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.

r) 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.

s) Tax policy

The Institute is exempt from Corporation Tax as its income is raised charitably and spent on its charitable purposes

2 Income and expenditure from generating funds

Income from generating funds	2018	2017
	<u>£</u>	<u>£</u>
Corporate Support	155,606	130,761
Corporate Sponsorship	52,824	42,088
	<u>208,430</u>	<u>172,849</u>
Costs of generating funds	2018	2017
	<u>£</u>	<u>£</u>
Staff Costs	141,446	117,820
Web Development	31,365	22,718
Corporate Sponsorship	6,064	6,663
Other Costs	-	568
Support Costs (note 5)	44,142	50,825
	<u>223,017</u>	<u>198,594</u>

All income and expenditure has arisen from unrestricted funds for both the current and previous year.

3 Income from charitable activities

	2018	2018	2018	2018	2017
	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					
Individual Membership	558,714	-	-	558,714	497,099
Organisational Membership	642,781	-	-	642,781	526,706
National Convention, Conferences & Events Academy	-	-	1,295,079	1,295,079	1,225,620
Policy Projects	-	-	658,432	658,432	688,532
Other Professional Development Income	-	-	-	-	96,485
Regional & Special Interest Groups	-	-	25,532	25,532	63,465
	-	-	531,255	531,255	443,311
	1,201,495	-	2,510,298	3,711,793	3,541,218
Restricted Funds					
Wales Office	-	-	128,718	128,718	46,502
Scotland Office	7,714	10,286	33,428	51,428	69,373
Remember A Charity	1,113,607	-	-	1,113,607	1,000,635
Compliance Directorate	-	575,996	-	575,996	261,642
City Bridge Trust	-	-	-	-	30,277
Heritage Lottery Fund	-	-	41,140	41,140	128,186
The Tudor Trust	-	-	30,000	30,000	30,000
	1,121,321	586,282	233,286	1,940,889	1,566,615
Total income from charitable activities	2,322,816	586,282	2,743,584	5,652,682	5,107,833

4 Expenditure on charitable activities

	2018	2018	2018	2018	2017
	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	599,569	-	-	599,569	630,870
National Convention Academy	-	-	1,171,941	1,171,941	1,051,281
Policy Projects	168,076	134,460	514,257	514,257	541,088
Other Professional Development costs	-	-	33,615	336,151	315,800
Regional & Special Interest Groups	-	-	28,101	28,101	98,043
Support costs (note 5)	170,032	93,352	481,450	481,450	428,679
			353,794	617,178	500,276
	937,677	227,812	2,583,158	3,748,647	3,566,037
Restricted Funds					
Wales Office	-	-	70,156	70,156	61,777
Scotland Office	7,714	10,286	33,428	51,428	69,373
Remember A Charity	944,026	-	-	944,026	828,459
Compliance Directorate	-	456,286	-	456,286	297,441
City Bridge Trust	-	-	-	-	19,007
Heritage Lottery Fund	-	-	48,718	48,718	98,602
The Tudor Trust	-	-	32,531	32,531	12,275
Support costs (note 5)	110,000	117,000	13,861	240,861	186,750
	1,061,740	583,572	198,694	1,844,006	1,573,684
Total expenditure on charitable activities	1,999,417	811,384	2,781,852	5,592,653	5,139,721

5 Allocation of support and governance costs

		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	2018 Total	2017 Total
		£	£	£	£	£	£
Support Cost							
Irrecoverable VAT (See note 8)	Staff Time	1,110	610	2,309	288	4,317	2,577
Depreciation & amortisation	Staff Time	13,486	7,405	28,063	3,501	52,455	58,885
Operating leases - buildings	Staff Time	26,499	14,549	55,142	6,880	103,070	107,409
- other	Staff Time	1,728	945	3,583	447	6,703	7,830
Governance costs (See note 6)	Staff Time	11,480	6,303	23,887	2,980	44,650	37,388
Miscellaneous	Staff Time	115,729	63,540	240,810	30,046	450,125	337,012
Total Unrestricted 2018		170,032	93,352	353,794	44,142	661,320	551,101
		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	2018 Total	2017 Total
		£	£	£	£	£	£
Support Cost							
Irrecoverable VAT (See note 8)	Staff Time	770	819	97	-	1,686	937
Depreciation & amortisation	Staff Time	9,357	9,952	1,179	-	20,488	21,406
Operating leases - buildings	Staff Time	18,386	19,556	2,317	-	40,259	39,046
- other	Staff Time	1,195	1,271	151	-	2,617	2,844
Miscellaneous	Staff Time	80,292	85,402	10,117	-	175,811	122,517
Total Restricted 2018		110,000	117,000	13,861	-	240,861	186,750
Total Allocated 2018		280,032	210,352	367,655	44,142	902,181	737,851
Total Allocated 2017		273,842	176,441	236,743	50,825	737,851	

6 Governance Costs

	<u>2018</u>	<u>2017</u>
	£	£
Auditor's fees - current year	20,000	15,419
- underprovision from previous years	2,580	-
Trustees' meeting costs	9,761	9,136
Office and other costs	<u>12,309</u>	<u>12,833</u>
	<u>44,650</u>	<u>37,388</u>

7 Staff Costs

	<u>2018</u>	<u>2017</u>
	£	£
Wages and salaries	1,806,812	1,685,277
Social security costs	186,133	167,652
Pension contributions	79,327	78,972
Redundancy/termination payment	<u>14,698</u>	<u>20,000</u>
	<u>2,086,970</u>	<u>1,951,901</u>

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

	<u>2018</u>	<u>2017</u>
	Number	Number
£80,000 - £89,999	1	1
£70,000 - £79,999	3	-
£60,000 - £69,999	<u>1</u>	<u>4</u>

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 and an Executive Management Board currently made up of the Director of People & Resources, Director of Partnerships & Innovation, Director of Compliance (to 31 October 2017), Director of Membership, Compliance and Professional Development, Director of Engagement & Public Affairs, and Director of Development & Remember A Charity. Salary, employer's NI and employer's pension contributions of the key management personnel for the year was £477,548 (2017 - £483,668). Trustees' remuneration for the year was £Nil (2017 - £Nil).

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

Name	Service provided	<u>2018</u>	<u>2017</u>
		£	£
Carol Akiwumi	professional development	5,019	1,850
Carol Akiwumi	project management expenses	<u>7,945</u>	<u>7,789</u>

12,964

9,639

7 Staff Costs (continued)

The total sum of £2,818 (2017 - £2,416) was paid to 3 (2017 - 3) trustees in relation to travel and subsistence.

The average number of employees analysed by function was:

	<u>2018</u>	<u>2017</u>
	No.	No.
Costs of generating funds	3	2
Create a better environment for fundraisers to raise money	14	19
Increase understanding of fundraising	14	10
Enable fundraisers to be the best they can	18	18
	<u>49</u>	<u>49</u>

8 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 £246,285 (2017 - £189,201) and is included within its associated expenditure category. Irrecoverable VAT which cannot be allocated is included within support costs (note 5) which totalled £6,004 (2017 - £3,514).

9 Intangible Fixed Assets

	Computer Software & Website £	Total £
All used for direct charitable purposes		
Cost		
At 1st April 2017	429,605	429,605
Additions	45,545	45,545
At 31st March 2018	<u>475,150</u>	<u>475,150</u>
Amortisation		
At 1st April 2017	225,983	225,983
Charge for the year	87,016	87,016
At 31st March 2018	<u>312,999</u>	<u>312,999</u>
Net book value		
At 31st March 2018	<u>162,151</u>	<u>162,151</u>
At 31st March 2017	<u>203,622</u>	<u>203,622</u>

Included within intangible fixed assets are assets which relate to restricted funds. The net book value of assets held as restricted funds at 31st March 2018 was £92,953 (2017 - £95,364).

10 Tangible Fixed Assets	Office Equipment	Furniture and Fittings	Total
All used for direct charitable purposes	£	£	£
Cost			
At 1st April 2017	69,727	257,119	326,846
Additions	13,571	-	13,571
At 31st March 2018	<u>83,298</u>	<u>257,119</u>	<u>340,417</u>
Depreciation			
At 1st April 2017	27,942	171,563	199,505
Charge for the year	13,089	61,568	74,657
At 31st March 2018	<u>41,031</u>	<u>233,131</u>	<u>274,162</u>
Net book value			
At 31st March 2018	<u>42,267</u>	<u>23,988</u>	<u>66,255</u>
At 31st March 2017	<u>41,785</u>	<u>85,556</u>	<u>127,341</u>

Included within tangible fixed assets are assets which relate to restricted funds. The book value of assets held as restricted funds at 31 March 2018 amounted to £3,900 (2017: £5,613).

11 Debtors and Prepayments

	<u>2018</u>	<u>2017</u>
	£	£
Trade Debtors - Unrestricted	237,543	392,682
Trade Debtors - Restricted	526,939	637,590
Accrued Income	57,023	81,775
Other Debtors	58,765	62,097
Prepayments	319,435	345,165
	<u>1,199,705</u>	<u>1,519,309</u>

Included within other debtors is £48,996 (2017: £48,996), which relates to debtors which fall due in more than one year.

12 Creditors - Amounts falling due within one year

	<u>2018</u>	<u>2017</u>
	£	£
Trade creditors	147,532	210,363
VAT	54,641	19,579
Taxation and Social Security costs	1,143	171

Other Creditors	146,052	119,964
Accruals & Deferred income - Unrestricted	779,976	844,106
Accruals & Deferred income - Restricted	750,489	790,255
	1,879,833	1,984,438

13 Movement in funds

	At 1st April 2017	Income	Expenditure	Transfers Gains/Losses	At 31 st March 2018
	£	£	£	£	£
Unrestricted Funds					
General	379,574	3,401,782	(3,490,214)	85,060	376,202
Designated Funds					
Regional and Special Interest Groups	254,861	531,255	(481,450)	-	304,666
Fixed assets (intangible & tangible)	235,599	-	-	(104,046)	131,553
Total Designated Funds	490,460	531,255	(481,450)	(104,046)	436,219
Total Unrestricted Funds	870,034	3,933,037	(3,971,664)	(18,986)	812,421
Restricted Funds					
Wales Office	-	128,718	(70,156)	-	58,562
Remember A Charity	301,213	1,128,581	(1,054,026)	-	375,768
Heritage Lottery Funding	2,453	41,140	(62,579)	18,986	-
The Tudor Trust	17,725	30,000	(32,531)	-	15,194
Compliance Directorate	337,859	575,996	(573,286)	-	340,569
Scotland Office	-	51,428	(51,428)	-	-
Total Restricted Funds	659,250	1,955,863	(1,844,006)	18,986	790,093
Total funds 2018	1,529,284	5,888,900	(5,815,670)	-	1,602,514
Total funds 2017	1,083,609	5,375,957	(5,338,315)	408,033	1,529,284

Transfers between funds:

The sum of £104,046 has been transferred from the Fixed Assets Designated Fund to General Funds to reflect the current level of the unrestricted fixed assets. In addition, £18,986 has been transferred from general Funds to the Heritage Lottery Fund to enable the project to be completed.

Designated Funds:

The Designated Fund relates to income and expenditure arising from our network of National, Regional & Special Interest Groups.

Restricted Funds:

The Wales Office

Our Fundraising Healthcheck activity in Wales is funded by the Big Lottery Fund's Third Sector Skills programme in Wales for three years from 2017/2018. The project matches organisations with coaches so that fundraising strategies can be developed in collaboration with staff and trustees at those organisations selected to benefit from the project. £58k carry forward relates to activities which will now be delivered in the second year of the project 2018/2019.

Remember A Charity

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

Heritage Lottery Fund

The project, funded by the Heritage Lottery Fund and delivered in partnership with the Heritage Alliance, aimed to build fundraising capacity in the Heritage Sector. The project ended in summer 2017.

Tudor Trust

We secured funding during 2016/17 for a two year programme of training, consultancy and support to BAME organisations "The Avocado Project", which is being delivered in partnership with the IoF Black Fundraisers UK Special Interest Group.

Compliance Directorate

These funds represent the income and expenditure directly related to compliance activities formerly delivered by the PFRA, in line with the 2016 transfer agreement and including accreditation of fundraisers, site allocation, field monitoring and mystery shopping, training and guidance.

Scottish Office

The Institute receives grants from the Scottish Government for the purpose of funding our activities in Scotland. This is also complemented through other earned income generation activities and subsidised through a contribution from IoF central unrestricted funds to cover the costs of activities in Scotland.

14 Analysis of net assets between funds

	General Funds 2018 £	Designated Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £	Total Funds 2017 £
Fixed assets	-	131,553	96,853	228,406	330,963
Debtors	667,208	5,558	526,939	1,199,705	1,519,309
Cash at bank and in hand	838,338	299,108	916,790	2,054,236	1,663,450
Creditors: Amounts falling due within one year	(1,129,344)	-	(750,489)	(1,879,833)	(1,984,438)
Total 2018	376,202	436,219	790,093	1,602,514	1,529,284
Total 2017	379,574	490,460	659,250	1,529,284	

15 Operating lease commitments

The charity had commitments at the year end under operating leases expiring as follows for each of the following periods:

	Property		Equipment	
	2018 £	2017 £	2018 £	2017 £
Within 1 year	85,028	85,028	10,873	21,142
Between 2-5 years	42,514	127,542	13,684	25,645
	127,542	212,570	24,557	46,787

16 Merger of the Public Fundraising Regulatory Association

On the 30th August 2016 the Public Fundraising Regulatory Association merged with the Institute. On this day both the activities and the assets of the Association were transferred to the Institute. The fair value of the net assets transferred to the Institute as a result of the merger were as follows.

	Book Value	Adjustments	Fair Value
	£	£	£
	<u> </u>	<u> </u>	<u> </u>
Fixed Assets	90,102	(2,067)	88,035
Debtors	124,331	-	124,331
Cash at Bank and in Hand	309,165	-	309,165
Current Liabilities	(113,498)	-	(113,498)
	<u>410,100</u>	<u>(2,067)</u>	<u>408,033</u>

8. REFERENCE AND ADMINISTRATIVE DETAILS

Charity name	Institute of Fundraising
Charity numbers	England and Wales 1079573, Scotland SC038971
Company number	03870883
Registered office	Charter House, 13-15 Carteret Street, London, SW1H 9DJ
Auditors	Buzzacott LLP 130 Wood Street, London EC2V 6DL
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
Senior Staff	Peter Lewis is the Chief Executive.
Directors and Trustees	The directors of the charitable company are its Trustees for the purpose of charity law and throughout the report are collectively referred to as "the Trustees".

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

Amanda Bringans	(Chair from July 2017)
Kath Abrahams	(Vice Chair from July 2017)
Carol Akiwumi	
Danielle Atkinson	
Irene Chambers	
Emily Drayson	
Helen Elliott	(Hon. Treasurer)
Stephen George	(Retired as Trustee & Vice Chair July 2017)
Tim Hunter	(From July 2017 to January 2018)
Isobel Michael	(From July 2017)
Giles Pegram CBE	
Liz Tait	
Claire Rowney	(From March 2018)
Richard Taylor	(Retired as Trustee & Chair July 2017)
Mike Wade	(Retired July 2017)
Dominic Will	

Details of each current trustee are available in the "about us" "Governance" section of the Institute's website: www.institute-of-fundraising.org.uk.



www.institute-of-fundraising.org.uk

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