

Charity Number: 1122014

THE CHARTERED INSTITUTE OF EDUCATIONAL ASSESSORS

Report and Accounts

for the year ended 31 March 2017

THE CHARTERED INSTITUTE OF EDUCATIONAL ASSESSORS

Report and Accounts

for the year ended 31 March 2017

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THE CHARTERED INSTITUTE OF EDUCATIONAL ASSESSORS

Company Information

Charity Number: 1122014

Trustees

Mr K Hewison
Mr N King
Dr I Hawkes
Mr S Sharp
Ms S Kirkham
Mr M Walker
Mr I Crawford
Dr J Goodman
Mr M Lumby

Auditors

Dickinsons
Chartered Accountants
Enterprise House
Beeson's Yard
Bury Lane
Rickmansworth
Hertfordshire
WD3 1DS

Bankers

HSBC Bank Plc
79 Piccadilly
London
W1J 8EU

Principal Address

University of Hertfordshire
The School of Education
Hatfield
AL10 9AB

THE CHARTERED INSTITUTE OF EDUCATIONAL ASSESSORS

Trustees' Annual Report

for the year ended 31 March 2017

Trustees' Annual Report

The trustees present their report and the audited accounts for the year ended 31 March 2017. The accounts have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's trust deed, the Charities Act 2011 and Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Reference and Administrative Details

The Chartered Institute of Educational Assessors (CIEA) was established by Royal Charter dated 17 December 2007 and is a registered charity (No. 1122014). This report is prepared in accordance with the CIEA's constitution as laid out in the Royal Charter.

The CIEA is a registered charity, managed by a Board of trustees comprising those individuals elected from the professional grades of membership of the CIEA, as well as appointed trustees. Details of the charity number and relevant addresses can be found on the Charity Information page.

The trustees, for the purposes of charity law, who have held office since 1 April 2016, were as follows:

M Walker	A Peacock	(Resigned 20 July 2017)
K Hewison	R Bruce	(Resigned 20 July 2017)
N King	I Crawford	(Appointed 20 July 2016)
S Kirkham	J Goodman	(Appointed 20 July 2016)
S Sharp	M Lumby	(Appointed 31 December 2016)
I Hawkes		

Structure, Governance and Management

Trustees are recruited by two methods. Trustees who are described as 'appointed' are recruited to add to the existing skills and experience of the trustees and are identified by Board review of governance needs with reference to gaps in existing skills and experience. A job description is drafted, circulated and agreed. Suitable trustees are then sought from a number of channels, including open advertising on our website and On The Mark monthly magazine and from bodies established to help in such recruitment, including, for example, REACH and from amongst trustees' own networks. Trustees who are described as 'elected' are elected from amongst those eligible to stand in the membership of the CIEA by elections run independently by the Electoral Reform Society.

The trustees have exercised their duties in accordance with the Charities Act 2011 and have taken due regard to the guidance published by the Charities Commission.

In the execution of their duties, trustees have made decisions regarding the strategic direction, operational context, management powers and financial prudence of the CIEA. The management team have, in turn, taken decisions of an operational nature in line with the decisions made by the trustees in managing the day to day affairs of the organisation.

The Board of trustees of the CIEA is responsible for setting the overall strategy for the organisation, accountable to the members for its financial management, and discharging the day to day running of the CIEA through the management team, led by an appointed Chief Executive. The bye-laws of the CIEA require a fully operational board to be part-elected from the professional grades of the membership of the organisation and part-appointed.

Financial statements are published on the CIEA's website. The trustees meet quarterly during the year to set the strategic direction of the CIEA, monitor progress against an annually set business plan and approve significant matters.

The trustees have assessed the major risks to which the CIEA is exposed, and are satisfied that systems are in place to mitigate exposure to these risks.

Objectives and Activities

The object of the CIEA is to advance education and training for the public benefit by promoting high standards of educational assessment. It seeks to achieve this by providing membership services, qualifications, training and accreditation for individuals and organisations engaged in educational assessment practice. In so doing the CIEA aims to develop the skills, knowledge and capability of those undertaking assessment practices for the benefit of assessors, learners and society.

The trustees consider that the charity exists for the advancement of education and training for the public benefit, by promoting high standards of assessment as defined in Section 4 of the Charities Act 2011. The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Charity should undertake.

THE CHARTERED INSTITUTE OF EDUCATIONAL ASSESSORS

Trustees' Annual Report

for the year ended 31 March 2017

Achievements and Performance

The new service contract with the University of Hertfordshire came into effect in March 2016 and the first quarter of the new financial year was largely taken up with making transition arrangements, transferring systems and ensuring an orderly closedown of the office in Ringwood. Trustees are enormously grateful both to the staff in Ringwood and the new staff at the university who all worked tirelessly together to ensure that the handover was as smooth as possible. It is inevitable that this transition exercise took some time as CIEA systems had to be merged into university systems. As the year progressed our new Director, Ali McCree has been able to focus more on development work with a view to recreating a structured programme of training and accreditation both for individuals and educational organisations. This has involved re-establishing links with potential partners and sponsors, developing a new course for awarding organisations and redeveloping the existing course for schools and colleges. Course materials have been rewritten and redeveloped and new trainers trained in delivery of the materials. A lecture series was held during the autumn and spring terms to re-establish the CIEA name and site it firmly within the university. The lecture series is now available to view on the website.

Our limited management capacity during the previous financial year and the time taken to align and establish new systems have inevitably resulted in a loss of earnings and a reduced membership. However, the trustees thought it important that the university staff be given time to establish a very sound foundation which we are confident that they have now done. The university has been extremely supportive in helping to get this new arrangement off the ground and in addition to the contractual financial arrangements has made available a grant to support a marketing survey.

Ringwood office

As outlined in the previous annual report all Ringwood based staff were made redundant before the end of the last financial year, with the exception of the Chief Executive who remained in post for a further period to contribute to transition arrangements. We remain very grateful to all of those members of staff who worked to the end of their contracts with good humour and great professionalism. The office was closed down in an orderly fashion with appropriate disposal of assets and closure of leasing agreements.

University office

Ali McCree was appointed by (and is employed by) the university as Director of the project and Ali has a small team of university employed staff to work with her on administrative and organisational matters, including the website and publications. Much of their time has been spent transferring membership information to a new database and working to update records which it is hoped will pay dividends in time by making our information systems more robust. Resources are still limited and the organisation is still having to prioritise carefully but the support of the university has enabled planning to start developing on a longer-term basis.

Governance

The CIEA continues to be chaired by Sue Kirkham MBE. Under the terms of the contract the trustees have a part of the income to carry out their responsibilities and have retained a bookkeeper to keep the accounts and payments up to date. The university staff support the trustee meetings but the trustees have no other paid administrative support so inevitably more responsibilities have fallen on the shoulders of the trustees. To this end the practice of advisory committees has been continued and the trustees have appointed a vice-chair, Simon Sharp, from among their number. The chairs of the advisory committees have been very active in working with the university staff on new developments.

Financial Review

The Statement of Financial Activities for the year is set out on page 5 of the accounts.

It is the policy of the CIEA that unrestricted funds which have not been designated for a specific use should be maintained at an appropriate level in order to continue operations. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the CIEA's current activities while consideration is given to ways in which additional funds may be raised.

For the year ended 31 March 2017 the charity suffered a deficit of £1,500 (2016: Deficit £3,886).

THE CHARTERED INSTITUTE OF EDUCATIONAL ASSESSORS

Trustees' Annual Report

for the year ended 31 March 2017

Plans for Future Periods

In the future the CIEA intends to develop its training and accreditation programmes further. The Trustees hope that, with the increased access to staff and resources within an academic institution, the CIEA will be more strongly and soundly based and developed in the future. The School of Education within the University of Hertfordshire is keen to maximize the value of the CIEA's offerings in the educational assessment arena to its own networks and students as well as the wider educational world. It also has a good array of potential training and other ideas to support the development of the CIEA.

Trustees' Responsibility for the accounts

The Trustees are responsible for preparing the Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources of the charity for that year.

In preparing these accounts, the trustees are required to:

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

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the and enable them to ensure that the accounts comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

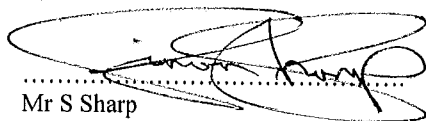
Disclosure of information to auditors

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

Auditors

The auditors, Dickinsons Chartered Accountants, have indicated that they are willing to be reappointed at the forthcoming Annual General Meeting.

By Order of the Board:


.....
Mr S Sharp
Trustee

Date: 27/10/17

THE CHARTERED INSTITUTE OF EDUCATIONAL ASSESSORS

Auditors' Report to the Trustees

for the year ended 31 March 2017

We have audited the accounts of The Chartered Institute of Educational Assessors for the year ended 31 March 2017 which comprise the Statement of Financial Activities, the Balance Sheet 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).

This report is made solely to the trustees, as a body, in accordance with Section 145 of the Charities Act 2011. Our audit work has been undertaken so that we might state to the trustees 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 association for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the trustees and auditors

As explained more fully in the Trustees' Responsibility Statement set out on page 3, the trustees are also responsible for the preparation and presentation of the accounts and for being satisfied that they give a true and fair view.

The trustees have elected for the accounts to be audited in accordance with the Charities Act 2011 and we have been appointed as auditors under section 145 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards of Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the accounts

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of the significant accounting estimates made by the trustees and the overall presentation of the accounts. In addition, we read all the financial and non-financial information in the trustees report to identify material inconsistencies with the audited accounts. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on the accounts

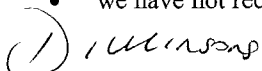
In our opinion, the accounts:

- give a true and fair view of the state of the charity's affairs as at 31 March 2017 and of its deficit 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 requirement of the Charities Act 2011

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 required us to report to you, if in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the accounts; or
- the charity has not kept adequate accounting records; or
- the accounts are not in agreement with the accounting records or returns; or
- we have not received all the information and explanations we require for our audit.



Dominic Cader (Senior statutory auditor)
For and on behalf of Dickinsons, Statutory Auditor

Enterprise House
Beeson's Yard
Bury Lane
Rickmansworth
Hertfordshire
WD3 1DS

30...October...2017

Date

THE CHARTERED INSTITUTE OF EDUCATIONAL ASSESSORS

Statement of Financial Activities

for the year ended 31 March 2017

	Notes	Unrestricted Funds £	Restricted Funds £	2017 Total Funds £	2016 Total Funds £
Incoming Resources from:					
Charitable Activities	2	128,715	-	128,715	402,185
Investment Income	3	38	-	38	95
		<hr/>	<hr/>	<hr/>	<hr/>
Total Incoming Resources		128,753	-	128,753	402,280
		<hr/>	<hr/>	<hr/>	<hr/>
Resources Expended:					
Charitable Activities	4	83,200	-	83,200	375,295
Support Costs	5	39,100	-	39,100	22,163
Governance Costs	6	7,953	-	7,953	8,708
		<hr/>	<hr/>	<hr/>	<hr/>
Total Resources Expended		130,253	-	130,253	406,166
		<hr/>	<hr/>	<hr/>	<hr/>
Net Movement in Funds		(1,500)	-	(1,500)	(3,886)
Surplus at 1 April 2016		49,475	-	49,475	53,361
		<hr/>	<hr/>	<hr/>	<hr/>
Surplus at 31 March 2017		47,975	-	47,975	49,475
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

The notes on pages 7 to 10 form part of these accounts.

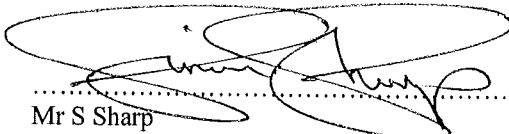
THE CHARTERED INSTITUTE OF EDUCATIONAL ASSESSORS

Balance Sheet

as at 31 March 2017

	Notes	2017		2016	
		£	£	£	£
Current Assets					
Debtors	8	1,202		13,070	
Cash at bank and in hand		71,825		147,310	
		<u>73,027</u>		<u>160,380</u>	
Creditors:					
Amounts falling due within one year	9	(25,052)		(110,905)	
Net current assets			47,975		49,475
Total net assets			<u>47,975</u>		<u>49,475</u>
Funds of the Charity					
Unrestricted Surplus	10		<u>47,975</u>		<u>49,475</u>

These accounts were approved by the board of trustees on 27th OCTOBER 2017



 Mr S Sharp
 Trustee

The notes on pages 7 to 10 form part of these accounts.

THE CHARTERED INSTITUTE OF EDUCATIONAL ASSESSORS

Notes forming part of the Accounts

for the year ended 31 March 2017

1 Principal Accounting Policies

Basis of Preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

Going Concern

These accounts have been prepared on a going concern basis which assumes that the CIEA will continue in operational existence. The trustees consider that the CIEA currently has the necessary financial resources to support itself for a period of at least 12 months, and through the implementation of the new partnership with University of Hertfordshire, the charity will have sufficient funds to continue to cover future operating costs.

Incoming Resources

Total incoming resources as shown in the Statement of Financial Activities is the income of the CIEA and comprises the membership subscriptions, conference income and donated services income received in the ordinary course of activities.

Resources Expended

Expenditure is accounted for on an accruals basis, recognised when a liability is incurred, and classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Expenditure is inclusive of VAT which cannot be recovered by the Institute, and is reported as part of the expenditure to which it relates.

Governance costs include those costs incurred in the governance and administration of the CIEA and its assets, and are primarily associated with constitutional and statutory requirements.

Basic Financial Assets

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

Basic Financial Liabilities

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

Unrestricted Funds

Unrestricted funds are those which are unrestricted and are available for use at the discretion of the trustees in the furtherance of the general objectives of the CIEA in which have not been designated for other purposes.

Restricted Funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund, together with a fair allocation of overheads and support costs.

Taxation

As a registered charity the CIEA benefits from rates relief and is generally exempt from Income Tax and Capital Gains Tax, but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

THE CHARTERED INSTITUTE OF EDUCATIONAL ASSESSORS

Notes forming part of the Accounts

for the year ended 31 March 2017

2	Incoming Resources from Charitable Activities	Total 2017	Total 2016
		£	£
	Membership Subscriptions	50,350	91,292
	Training and Project Income	77,384	294,374
	Donations and Sponsorship	981	16,519
		<u>128,715</u>	<u>402,185</u>
	There was no restricted income in the current year (2016: £10,000).		
3	Investment income	2017	2016
		£	£
	Bank Interest Received	<u>38</u>	<u>95</u>
4	Costs of Charitable activities	Total 2017	Total 2016
		£	£
	Production of Institute Magazine	200	10,007
	Training Costs	58,425	229,083
	Printing, Postage and Stationery	109	1,828
	Computer Costs	4,361	5,605
	Website Support and Design	108	4,287
	Freelance Fees	1,401	20,521
	Professional Fees	-	354
	Wages and Salaries	15,077	89,029
	Pension Costs	210	4,746
	Staff Travel and Subsistence	3,264	8,695
	Entertaining	10	1,105
	Professional Subscription Fees	35	35
		<u>83,200</u>	<u>375,295</u>
5	Support Costs	2017	2016
		£	£
	Rent and Rates	4,410	7,022
	Light and Heat	372	836
	Repairs and Maintenance	269	452
	Telephone Charges	138	1,885
	Bank Charges	671	2,199
	Insurance	807	826
	Depreciation Charge	-	1,448
	(Profit)/Loss on disposal of fixed assets	(175)	2,786
	Sundry Expenses	252	667
	University of Hertfordshire Support Costs	32,356	4,042
		<u>39,100</u>	<u>22,163</u>

THE CHARTERED INSTITUTE OF EDUCATIONAL ASSESSORS

Notes forming part of the Accounts

for the year ended 31 March 2017

6	Governance costs	2017	2016
		£	£
	Accountancy Charges	2,700	2,625
	Bookkeeping Fees	3,633	4,508
	Audit Fees	1,620	1,575
		<u>7,953</u>	<u>8,708</u>

7	Employees	2017	2016
		£	£
	Wages and salaries	15,077	84,268
	Employer's NI contributions	-	4,761
	Pension	210	4,746
		<u>15,287</u>	<u>93,775</u>

During the year there was no employee earning in excess of £60,000. The average number of employees was Nil (2016: 4).

No payments were made to the Trustee's of the charity. There was no remuneration paid to Key Management Personnel.

Redundancy payments in the year amounted to £10,500 (2016: £Nil). Redundancy payments are recognised in the period employment has been terminated.

8	Debtors	2017	2016
		£	£
	Trade debtors	611	10,922
	Prepayments and accrued income	157	2,148
	Other debtors	434	-
		<u>1,202</u>	<u>13,070</u>

9	Creditors: Amounts falling due within one year	2017	2016
		£	£
	Trade creditors	-	62,007
	Other creditors	3,078	-
	Accruals	11,764	8,577
	Deferred Income	-	40,321
	Amounts owed to related parties	10,210	-
		<u>25,052</u>	<u>110,905</u>

The charity has no deferred income on the basis all membership subscriptions are administered and managed by The University of Hertfordshire.

THE CHARTERED INSTITUTE OF EDUCATIONAL ASSESSORS

Notes forming part of the Accounts

for the year ended 31 March 2017

10 Unrestricted Funds

	£
Balance as at 1 April 2016	49,475
Surplus for the financial year	(1,500)
Balance as at 31 March 2017	<u>47,975</u>

11 Financial Commitments

As at 31 March 2017 The CIEA was committed to making the following payments under non-cancellable operating leases in the year to 31 March 2017:

	2017	2016
	£	£
Operating leases which expire: Within one year	<u>-</u>	<u>4,083</u>

12 Control

The CIEA has been controlled throughout the year by the trustees as identified in the Trustee's Report on page 1 of these accounts.

13 Related Party Transactions

On 1 March 2016, the Charity entered into a service agreement with The University of Hertfordshire. The agreement provides that all membership and conference income of the charity is administered by The University of Hertfordshire in return for a guaranteed fixed fee.

Total income transferred to University of Hertfordshire during the year amounted to £63,307 (2016: £Nil), Service fees received during the period amounted to £24,000 (2016: £Nil), and service costs incurred amounted to £32,356 (2016: £4,042). The balance owed to The University of Hertfordshire as at 31 March 2017 amounted to £10,210 (2016: £Nil).

THE CHARTERED INSTITUTE OF EDUCATIONAL ASSESSORS

Detailed Income and Expenditure Account

for the year ended 31 March 2017

	2017		2016	
	£	£	£	£
Incoming Resources				
Membership Subscriptions		50,350		91,292
Training and Project Income		77,384		294,374
Donations and Sponsorship		981		16,519
Investment Income		38		95
		<u>128,753</u>		<u>402,280</u>
Costs of Charitable Activities				
Production of Institute Magazine	200		10,007	
Training Costs	58,425		229,083	
Printing, Postage and Stationery	109		1,828	
Computer Costs	4,361		5,605	
Website Support and Design	108		4,287	
Freelance Fees	1,401		20,521	
Professional Fees	-		354	
Wages and Salaries	15,077		89,029	
Pension Costs	210		4,746	
Staff Travel and Subsistence	3,264		8,695	
Business Entertaining	10		1,105	
Professional Subscription Fees	35		35	
		<u>(83,200)</u>		<u>(375,295)</u>
Support Costs				
Rent and Rates	4,410		7,022	
Light and Heat	372		836	
Repairs and Maintenance	269		452	
Telephone Charges	138		1,885	
Bank Charges	671		2,199	
Insurance	807		826	
Depreciation Charge	-		1,448	
Profit/ loss on disposal of fixed assets	(175)		2,786	
Sundry Expenses	252		667	
University of Hertfordshire Support Costs	32,356		4,042	
		<u>(39,100)</u>		<u>(22,163)</u>
Governance Costs				
Accountancy Charges	2,700		2,625	
Bookkeeping Fees	3,633		4,508	
Audit Fees	1,620		1,575	
		<u>(7,953)</u>		<u>(8,708)</u>
Deficit for the Financial Year		<u><u>(1,500)</u></u>		<u><u>(3,886)</u></u>

This page does not form part of the statutory accounts