

Charity Number: 1122014

THE CHARTERED INSTITUTE OF EDUCATIONAL ASSESSORS

Report and Accounts

for the year ended 31 March 2011

THE CHARTERED INSTITUTE OF EDUCATIONAL ASSESSORS

Report and Accounts

for the year ended 31 March 2011

INDEX

Page Number

1 to 5	Trustees' Annual Report
6 to 7	Auditors' Report
8	Statement of Financial Activities
9	Balance Sheet
10 to 13	Notes forming part of the Accounts

The following page does not form part of the statutory accounts

14	Detailed Income and Expenditure Account
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THE CHARTERED INSTITUTE OF EDUCATIONAL ASSESSORS

Charity Information

Charity Number: 1122014

Trustees

Dr J Dunford (Chair)
Lord S Sutherland
Dr T Clausen May
G White
K Hewison
N King
B Wilson
S Kirkham

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

Can Mezzanine Building
3rd Floor
49 - 51 East Road
London
N1 6AH

THE CHARTERED INSTITUTE OF EDUCATIONAL ASSESSORS

Trustees' Annual Report

for the year ended 31 March 2011

Trustees' Annual Report

The Trustees present their report and the audited accounts for the year ended 31 March 2011. 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 and applicable law. The Institute was established by Royal Charter dated 17 December 2007 and is a registered charity (No. 1122014). This report is prepared in accordance with the Chartered Institute's constitution as laid out in the Royal Charter.

Structure and Management

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

The Trustees have exercised their duties in accordance with Section 4 of the Charities Act 2006 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 Institute. 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 Trustees have assessed the major risks to which the Institute is exposed, and are satisfied that systems are in place to mitigate exposure to these risks.

Financial Review

The Statement of Financial Activities for the year is set out on page 10 of the accounts.

It is the policy of the Institute 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 Institute's current activities while consideration is given to ways in which additional funds may be raised.

For the year ended 31 March 2011 there is a surplus of £193,798 (2010: £206,975) which has been maintained at a fairly consistent level as a result of the continued financial support of, and grant income received from the QCDA, amounting to £342,797 (2010: £620,315) and £406,250 (2010: £326,551) respectively. Membership income has decreased, however the Institute continues to seek ways to attract new members and is committed to achieving growth in member numbers in the forthcoming financial year.

Trustees' Responsibilities

Charity law 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 surplus for that year. In preparing those accounts the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- To prepare the accounts in accordance with the methods and principles set out in the Statement of Recommended Practice Accounting and Reporting by Charities and to state whether or not the accounts have been prepared in accordance with that statement and applicable accounting standards;
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the charity and to enable them to ensure the accounts have been properly prepared in accordance with the provisions of the Charity (Accounts and Reports) Regulations 2005. 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 CHARTERED INSTITUTE OF EDUCATIONAL ASSESSORS

Trustees' Annual Report

for the year ended 31 March 2011

Trustees' Responsibilities (continued)

So far as the Trustees are aware, there is no relevant audit information of which the Institute's auditors are unaware. Additionally, the Trustees have taken all the necessary steps that they ought to have taken as Trustees in order to make themselves aware of all relevant audit information and to establish that the Institute's auditors are aware of that information.

Constitution

The Chartered Institute is governed in accordance with its constitution as an organisation incorporated by royal assent, through the Privy Council. The Charter was enacted on 17 December 2007. In addition the Chartered Institute has also established bye-laws which govern its day to day operations.

Governance and Control

The Board of Trustees of the Chartered Institute 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 Institute through the management team, led by an appointed Chief Executive. The Trustees were appointed to the interim Board for the first year of operation. The byelaws of the Chartered Institute require a fully operational board to be part-elected from the professional grades of the membership of the organisation and part-appointed. Membership elections were held in January 2011 and the results confirmed at the Board meeting on 10 March 2011. Trustees sit for a term of three years and are provided with training each year on governance issues to ensure they maintain an up-to-date knowledge of their legal responsibilities.

Financial statements are published on the Chartered Institute's website.

The Trustees met quarterly during the year to set the strategic direction of the Chartered Institute, monitor progress against an annually set business plan and approve significant matters. In addition to formal board meetings, Trustees also attended a business planning workshop which looked to set the annual business plan for the Chartered Institute, and attended the annual conference.

Objectives and Activities

The object of the Institute is to advance education and training for the public benefit by promoting high standards of 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 Institute aims to develop the skills, knowledge and capability of those undertaking assessment practice for the benefit of assessors, learners and society.

This year the objectives of the Institute were to align its support for those engaged in educational assessment activities with education reform policies and programme of government. In so doing the Institute would be best placed to support its members and the wider educational assessment community during periods of education and assessment reform.

By aligning its resources, activities and effort to support individuals and organisations to manage more effectively education reform programmes, the Institute sought to best support its members to develop and deliver good assessment practice in places of learning so that every learner could achieve their true potential and so benefit society, in line with re organisation's charitable objectives.

Training courses, qualifications programmes, accreditation services and the further development of services to members were developed and delivered in accordance with the overall aims and objectives of the Institute in the financial year.

Achievements and Performance

During the financial year ended 31st March 2011 the Chartered Institute has concentrated its efforts in two distinct areas:

- securing revenue through training events
- planning to move into the private sector.

The support from QCDA ended on 31st March 2011 and plans were put in place to manage the transition to the private sector, with current staff being given three months to decide how they wanted to plan their own futures.

THE CHARTERED INSTITUTE OF EDUCATIONAL ASSESSORS

Trustees' Annual Report

for the year ended 31 March 2011

Membership

Over the financial year, the membership continued to grow steadily. There were a total of 18,121 members by the end of February 2011. This was made up of 2,421 individual members and 15,700 corporate members from within schools and colleges.

Of the individual members, the largest proportion are still Associates. However, the drive to encourage members to upgrade has proved successful. At the start of the financial year there were 317 Fellows and 230 Members. At the end of the financial year there were 400 Fellows and 270 Members.

Of the school and college membership, the largest proportion is from the small school sector, with up to 200 pupils. There are 20 of these currently paying for their corporate membership. Of schools with up to 499 pupils, there are 6 institutions that are members; there are 4 institutional members from those schools with between 500 and 999 pupils; of the larger institutions, with over 1000 learners, there are 6 institutions that are members.

Marketing

The fourth annual assessment conference at Mary Ward House in October 2010 attracted over 150 delegates. The purpose of the conference was to discuss current and emerging educational assessment practice in the changing educational landscape.

The conference ran over two days. The first day was devoted to issues on a national and international scale. Keynote speakers were Kathleen Tattersal, the first Chair of Ofqual, Mick Walker, the Education Director from QCDA and Sue Kirkham from ASCL. The keynote addresses were followed by a series of workshops which investigated in depth some of the issues raised. The second day was devoted to practitioners with workshops exploring assessment issues in a variety of contexts, from the perspective of practitioners in the classroom, the workplace or college.

The Chartered Institute continues to issue its monthly newsletter to all members. This has been shown to be a popular service offered to the members.

The Chartered Institute members' magazine, Make the Grade, continues to be popular among its readers. A new production team, Archant Dialogue, has been secured to produce the termly magazine, saving the Institute some £17,000 per annum in production costs. Dorothy Lepkowska, the much admired educational correspondent formerly from the Guardian has been appointed as the new editor. The relationship between Archant and Chartered Institute is a very positive one. As well as reducing costs significantly, the company has also secured an increase of £12,000 in advertising revenue. A new contract has been signed with Archant for the next 12 months.

Qualifications in assessment

The Master's Degree courses at the Chartered Institute's partner Higher Education Institutions continue to thrive. The programmes are now running at Durham, Bath Spa, Warwick and the Institute of Education, London.

The launch issue of the electronic news journal, Passed Papers, developed in conjunction with our HEI partners, was published in October 2010. Passed Papers is a repository of the most recent research articles covering issues related to educational assessment. Not only does this journal provide CIEA members with the latest post graduate research, it also provides our HEI partners with an invaluable teaching and assessment tool.

The Diploma in the Management of Assessment continues to attract attention and the Chartered Institute has worked alongside its awarding partner, Edexcel, to offer this course for practitioners

THE CHARTERED INSTITUTE OF EDUCATIONAL ASSESSORS

Trustees' Annual Report

for the year ended 31 March 2011

Training in assessment

The Chartered Educational Assessor (CEA) programme continues to attract a large number of delegates. There are now over 125 accredited CEAs, both nationally and internationally, with a further 120 candidates currently completing their portfolios. A significant new development in this area has been the development of bespoke training for collections of schools or colleges.

There were three such events in the financial year. One was for the London borough of Richmond, which concentrated on training a number of primary school practitioners. Another was from the Montessori schools in the London area, concentrating on practitioners from early years. A further event was organised by a conglomerate of Local Authorities in the West Midlands for Local Authority officers and senior teachers.

Despite Ofqual's removal of support for the training of Oral Language Modifiers (OLM) this specialist course continues to thrive and both schools and Local Authorities are requesting the training. Over the financial year, more than a hundred delegates were trained. The course, although highly specialised, continues to attract much attention.

A new development has been with the United Learning Trust (ULT) group of academies. In this project, a senior member of staff from one of the ULT academies was successfully trained and accredited as a CEA. She then developed a programme of training for senior managers within the ULT group of academies, which was quality assured by the Chartered Institute. The training programme was delivered to the senior members from each academy, again, quality assured by the Chartered Institute and delegates were asked to submit a portfolio of evidence which would show that they were working at Fellow level within the Chartered Institute Professional Framework. Once accredited, the individuals will pay for their Fellow status. This has been an exciting development and one which the Chartered Institute intends to roll out nationally.

Another development has resulted in the Chartered Institute delivering training to the entire staff of a Regulatory Authority. The programme was planned between the Regulatory Authority and members of Chartered Institute staff. The training events were at a variety of levels, ranging from an introduction to assessment for junior members to high level issues for senior members. The Chartered Institute was supported in its delivery by Professors from the HEI partners. The feedback from these events was outstanding. It has resulted in the Chartered Institute being offered a contract to train all new entrants to the organisation and to deliver a bespoke programme for all senior staff.

Operations

On March 31st the Service Level agreement with QCDA ceased, leaving the Chartered Institute to plan for its transition into the private sector.

The AGM was held on October 7th 2010 at the Congress Centre, 28 Great Russell Street, London. Voting members attended the meeting. They discussed and ratified a series of business decisions, including receiving the trustees report, receiving the audited accounts for the financial year 2009-2010 and appointing the auditors for the year 2010 -2011.

The results of members elections were ratified and Neil King, Kevin Hewitson and Barara Wilsontook up their posts. In line with the constitution, Jennifer Moody and John Loveridge resigned their posts. Mick Walker resigned his post in March 2011. John Dunford was appointed as Chair and Lord Sutherland appointed as President.

The Chartered Institute's operations, including its management of finances were monitored at regular intervals at regular board meetings. In addition, meetings with the board helped to prepare the annual business plan and ensure the future direction of the Chartered Institute was in accordance with the objectives laid down by the Board of Trustees.

THE CHARTERED INSTITUTE OF EDUCATIONAL ASSESSORS

Trustees' Annual Report

for the year ended 31 March 2011

Future Developments and Strategies

The Chartered Institute has made excellent strides in raising the profile and status of those involved in educational assessment. The status of CEA is now much coveted and is being used to devolve a number of localised training events.

The focus over the coming financial year will be to ensure financial security for the Chartered Institute. This will involve reducing costs and increasing revenue. The process has begun by reducing salary costs by two thirds, securing mixed office space and relying on technology to help staff members work from home. Production costs for all our materials have also been reduced, including our termly magazine, Make the Grade.

A new set of training programmes has been developed to reflect the changes in assessment nationally. These programmes are:

- General Assessment Skills.
- Assessment Skills for Managers

A lot of interest has already been shown for both of these courses and will supplement the courses we already offer. The ULT project is to be extended to include all of the Heads of Department across all of the Academies in the ULT scheme. The strategic aims of these developments, the marketing and membership activities that will support them are outlined in the Business Plan.

Our thanks go to the Chair and the staff for all their hard work and professionalism in helping the Chartered Institute to develop into the organisation it is today.

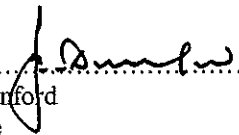
Trustees and Management

The Trustees, for the purposes of charity law, who served during the year, were as follows:

Lord S Sutherland	(Chair - until 7 October 2010)
Dr J Dunford	(Chair - appointed 7 October 2010)
J Moody	(Resigned 7 October 2010)
J Loveridge	(Resigned 7 October 2010)
M Walker	(Resigned 9 March 2011)
G White	
Dr T Clausen May	
K Hewison	(Appointed 7 October 2010)
N King	(Appointed 7 October 2010)
B Wilson	(Appointed 7 October 2010)
S Kirkham	(Appointed 10 March 2011)

Auditors

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


.....
Dr J Dunford
Trustee

Date:..... 14.10.11

THE CHARTERED INSTITUTE OF EDUCATIONAL ASSESSORS

Independent Auditors' Report to the Trustees of The Chartered Institute of Educational Assessors on the accounts for the year ended 31 March 2011

We have audited the accounts of The Chartered Institute of Educational Assessors for the year ended 31 March 2011 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These accounts have been prepared under the accounting policies set out therein.

This report is made solely to the Institute's Trustees as a body. Our audit work has been undertaken so that we might state to the Institute's 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 Institute and the Institute's Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the Trustees and auditors

As described in the Statement of Trustees' Responsibilities the Institute's Trustees are responsible for the preparation of the accounts in accordance with applicable law and United Kingdom Accounting Practice (United Kingdom Generally Accepted Accounting Practice).

We have been appointed under section 43 of the Charities Act 1993 and report in accordance with regulations made under section 44 of that Act. Our responsibility is to audit the accounts in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the accounts give a true and fair view and are properly prepared in accordance with the Charities Act 1993. We also report to you whether in our opinion, the Trustees' Report is not consistent with the accounts, if the Institute has not kept proper accounting records, if we have not received all the information and explanations we require for our audit. We read the other information contained in the Trustees' Report and consider whether it is consistent with the accounts. We consider the implications for our report if we become aware of any apparent misstatements within the accounts. Our responsibilities do not extend to any other information.

Basis of audit opinion

We conducted our audit in accordance with and International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the Trustees in the preparation of the accounts, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned our audit so as to obtain all the information and explanations which we consider necessary in order to provide us with sufficient evidence to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or other irregularity or error. However, the audit evidence available to us was limited; we were unable to obtain sufficient audit evidence to support the monetary value of donated services and facilities provided by the QCDA during the year, owing to the imminent closure of the QCDA. These transactions are included within the statement of financial activities in the amounts of £342,797 for incoming resources and £342,797 for resources expended. There were no other satisfactory audit procedures that we could adopt to confirm the accuracy and completeness of these transactions.

In forming our opinion we also evaluated the overall adequacy of the presentation of information in the accounts.

Qualified opinion arising from limitation in audit scope

Except for any adjustments that might have been found to be necessary had we been able to obtain sufficient audit evidence of the monetary value of donated services and facilities provided by the QCDA during the year, in our opinion the accounts give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to smaller entities, of the state of the institute's affairs at 31 March 2011 and of the incoming resources and application of resources for the year then ended and have been properly prepared in accordance with the Charities Act 1993.

The information given in the trustees' report is consistent with the accounts.

In respect alone of the limitation on our work relating to the value of donated services and facilities:

- we have not obtained all the information and explanations that we considered necessary for the purpose of our audit;
- and
- we were unable to determine whether proper accounting records have been maintained.

THE CHARTERED INSTITUTE OF EDUCATIONAL ASSESSORS

**Independent Auditors' Report to the Trustees of The Chartered Institute of Educational Assessors
on the accounts for the year ended 31 March 2011**

Emphasis of matter – going concern

In forming our opinion on the accounts, which is not qualified in this respect, we have considered the adequacy of disclosures made in the accounts concerning the Institute's ability to continue as a going concern. The accounts have been prepared on a going concern basis as explained in note 1 which also describes the adjustments which would be necessary if this basis is inappropriate. The validity of the going concern basis is dependent on the ability of the Institute to generate sufficient resources to support itself subsequent to the cessation of financial support from the QCDA, as a result of the imminent closure of the QCDA as part of the government's education reforms. The accounts do not include any adjustments that would arise if the Institute were unable to continue as a going concern.



**James Birch (Senior statutory auditor)
for and on behalf of Dickinsons, Statutory Auditor**

Enterprise House
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Rickmansworth
Hertfordshire
WD3 1DS

17 OCTOBER 2011.....

THE CHARTERED INSTITUTE OF EDUCATIONAL ASSESSORS

Statement of Financial Activities

for the year ended 31 March 2011

	Notes	2011 £	2010 £
Incoming Resources:			
Incoming Resources from Generated Funds			
Incoming Resources from Charitable Activities	2	300,784	336,203
Investment Income	3	175	80
		300,959	336,283
Other Incoming Resources			
Donated Services and Facilities	4	342,797	620,315
Grant Income		406,250	326,551
		1,050,006	1,283,149
Total Incoming Resources			
Resources Expended:			
Costs of Charitable Activities	5	795,315	1,019,054
Support Costs	6	35,983	39,685
Governance Costs	7	24,910	17,435
		856,208	1,076,174
Total Resources Expended			
Net Movement in Funds	11	193,798	206,975
Total Funds at 1 April 2010		167,910	(39,065)
		361,708	167,910
Total Funds at 31 March 2011		361,708	167,910

All incoming resources represent unrestricted funds; the charity receives no restricted funding.

The notes on pages 10 to 13 form part of these accounts.

THE CHARTERED INSTITUTE OF EDUCATIONAL ASSESSORS

Notes forming part of the Accounts

for the year ended 31 March 2011

1 Principal Accounting Policies

Basis of Preparation

These accounts have been prepared on a going concern basis which assumes that the Institute will continue to trade. The Institute was principally funded by the QCDA, through the receipt of donated services, seconded staff and grant income. Whilst this is no longer the case, due to the cessation of the Service Level Agreement between the Institute and the QCDA, the trustees consider that the Institute currently has the necessary financial resources to support itself for a period of at least 12 months, through the maintenance of current income streams from external sources and through cost cutting measures.

If the Institute were unable to continue to trade, adjustments would have to be made to reduce the value of assets to their realisable amount, and to provide for any further liabilities that may arise.

Accounting convention

The accounts have been prepared under the historical cost convention, in accordance with the provisions of the Charity (Accounts and Reports) Regulations 2008 and the Statement of Recommended Practice Accounting and Reporting by Charities.

Incoming Resources

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

Services provided to the Institute as donations are included within the accounts based on the market value of the contribution.

Membership subscriptions received are recorded on an accruals basis over the period to which they relate.

Grant income is credited to the statement of financial activities as received, unless related to a specific period or purpose, when it is placed in a restricted fund until used.

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 Institute and its assets, and are primarily associated with constitutional and statutory requirements.

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 Institute and which have not been designated for other purposes.

Taxation

As a registered charity the Institute 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.

2 Incoming Resources from Charitable Activities

	2011	2010
	£	£
Membership Subscriptions	60,940	77,459
Conference and Project Income	239,844	258,744
	<u>300,784</u>	<u>336,203</u>

THE CHARTERED INSTITUTE OF EDUCATIONAL ASSESSORS

Notes forming part of the Accounts

for the year ended 31 March 2011

3	Investment Income	2011	2010
		£	£
	Bank Interest Received	175	80
		<u> </u>	<u> </u>
4	Donated Services and Facilities	2011	2010
		£	£
	Attributable Services Donated:		
	Wages and Salaries	305,023	401,715
	Professional Subscription Fees	-	50
	Staff Travel and Subsistence	-	9,062
	Non Staff Travel and Subsistence	-	2,724
	Computer Costs	-	14,006
	Trialling and Piloting	-	11,061
	Meeting Costs (includes training events, stakeholder events and conferences)	-	71,599
	Catering Costs	66	2,282
	Printing, Postage and Stationery	444	3,285
	Reprographics	6,411	9,829
	Business Entertaining	-	202
	Advertising and Marketing	-	21,526
	Website Support and Design	-	22,630
	Telephone Charges	341	3,956
	Sundry Expenses	-	941
	Professional Fees	-	7,693
		<u>312,285</u>	<u>582,561</u>
		£	£
	Non-Attributable Services Donated:		
	Estate Management Fees	12,000	12,922
	Computer Costs	7,000	10,286
	Finance Costs	5,756	7,273
	Human Resources	5,756	7,273
		<u>30,512</u>	<u>37,754</u>
		£	£
	Total Services Donated		
	Attributable Services Donated	312,285	582,561
	Non-Attributable Services Donated	30,512	37,754
		<u>342,797</u>	<u>620,315</u>

THE CHARTERED INSTITUTE OF EDUCATIONAL ASSESSORS

Notes forming part of the Accounts

for the year ended 31 March 2011

5	Costs of Charitable Activities	2011 £	2010 £
	Mailing and Print	48,812	31,587
	Production of Institute Magazine	62,587	106,236
	Conference Costs	92,805	22,060
	Printing, Postage and Stationery	3,726	13,529
	Advertising and Marketing	19,533	57,077
	Reprographics	6,411	12,152
	Computer Costs	24,463	98,322
	Trialling and Piloting	-	11,061
	Website Support and Design	65,524	36,086
	Consultancy Fees	102,169	88,012
	Professional Fees	7,875	8,873
	Wages and Salaries	305,023	401,711
	Meeting Costs (includes training events, stakeholder events and conferences)	-	72,976
	Staff Travel and Subsistence	50,440	54,437
	Catering Costs	66	2,282
	Bad Debts	3,200	-
	Business Entertaining	1,082	778
	Professional Subscription Fees	1,599	1,875
		<u>795,315</u>	<u>1,019,054</u>
		=====	=====
6	Support Costs	2011 £	2010 £
	Estate Management Fees	12,000	12,923
	Telephone Charges	82	5,228
	Human Resources	5,756	7,273
	Bank Charges	1,570	957
	Insurance	1,051	-
	Staff Training	9,562	5,433
	Finance Costs	5,756	7,273
	Sundry Expenses	206	598
		<u>35,983</u>	<u>39,685</u>
		=====	=====
7	Governance Costs	2011 £	2010 £
	Accountancy Charges	12,360	8,135
	Audit Fees	2,250	1,800
	Honorarium Fees	10,300	7,500
		<u>24,910</u>	<u>17,435</u>
		=====	=====

THE CHARTERED INSTITUTE OF EDUCATIONAL ASSESSORS

Notes forming part of the Accounts

for the year ended 31 March 2011

8 Employees

	2011	2010
	£	£
Staff costs:		
Wages and Salaries	237,271	309,897
Social Security Costs	23,062	28,542
Staff Pension Costs	44,690	63,272
	<u>305,023</u>	<u>401,711</u>

The average number of employees, analysed by function, was:

	2011	2010
Management and administration of the Institute	<u>4</u>	<u>6</u>

During the period there was one employee earning in excess of £60,000 per annum (2010: one). Remuneration received by this employee was between £90,000 and £100,000.

No Trustees received remuneration in the year (2010: one).

All four (2010: six) members of staff are seconded from the QCDA.

9 Debtors

	2011	2010
	£	£
Trade debtors	80,432	64,221
Other debtors	556	-
Prepayments and accrued income	21,076	23,323
	<u>102,064</u>	<u>87,544</u>

10 Creditors: Amounts falling due within one year

	2011	2010
	£	£
Trade creditors	31,320	37,599
Other creditors	3,291	-
Accruals	48,176	14,472
Deferred income	29,151	35,699
	<u>111,938</u>	<u>87,770</u>

11 Unrestricted Funds

	£
Balance as at 1 April 2010	167,910
Retained surplus for the financial year	193,798
	<u>361,708</u>

There are no restricted funds held by the Institute.

12 Control

The Institute has been controlled throughout the period by the Trustees as identified in the Trustees' Report on page 7 of these accounts.