

Company Number: 2827432

Y

REGISTRAR OF COMPANIES

Will the named directors please sign opposite
their names on the Balance Sheet.

PLEASE RETURN TO DAWES & CO.

**Institute of British Payroll Management
(A Company Limited by Guarantee)**

Financial Statements

31 December 1997



Dawes & Co. Chartered Accountants. Birmingham.

Institute of British Payroll Management

Index to the Financial Statements

Year ended 31 December 1997

Page

1	Company information
2	Report of the directors
3	Report of the auditors
4	Profit and loss account
5	Balance sheet
6 to 9	Notes to the financial statements

The following page does not form part of the statutory accounts

10	Management information
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Company Information**31 December 1997**

Country of incorporation	England
Date of incorporation	16 June 1993
Company number	2827432
Directors	G J Cresswell T G Lakin C Williams
Secretary	T G Lakin
Registered office	Shelly House Farmhouse Way Monkspath Solihull West Midlands B90 4EH
Bankers	Yorkshire Bank Plc 34/38 High Street Solihull West Midlands B91 3TJ
Solicitors	Daltons 1 Barn Hill Stamford Lincolnshire PE9 2AE
Auditors	Dawes & Co Chartered Accountants 17 Greenfield Crescent Edgbaston Birmingham B15 3AU

Report of the Directors

Year ended 31 December 1997

Principal activity

The principal activity of the company is that of providing a professional association to payroll managers.

On 1 January 1998 the Institute merged with the Association of Payroll and Superannuation Administrators under a new body named The Institute of Payroll and Pensions Management.

Status

The company is limited by guarantee and does not have a share capital.

Directors

The directors of the company during the year were as follows:

G J Cresswell
T G Lakin
C Williams

Statement of directors responsibilities

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that year. In preparing those financial statements the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

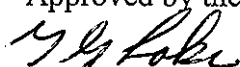
Auditors

In accordance with Section 385 of the Companies Act 1985 a resolution for the re-appointment of Dawes & Co as auditors of the company is to be proposed at the forthcoming Annual General Meeting.

Small company provisions

The report of the directors has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Approved by the board of directors on 4 June 1998 and signed on its behalf by:


T G Lakin

Secretary

Report of the Auditors

Year ended 31 December 1997

To the members of Institute of British Payroll Management

We have audited the financial statements on pages 4 to 9 which have been prepared under the historical cost convention and the accounting policies set out on page 6.

Respective responsibilities of directors and auditors

As described on page 2, the company's directors are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

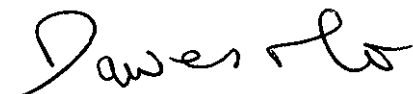
Basis of opinion

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

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 31 December 1997 and of its results for the year then ended and have been properly prepared in accordance with the Companies Act 1985.



Dawes & Co

Birmingham

Registered Auditors

4 June 1998

Profit and Loss Account

Year ended 31 December 1997	Note		1996
Turnover	2	300,394	189,996
Administrative expenses		(237,164)	(217,542)
Other operating income		971	484
Surplus/(deficit) on ordinary activities before taxation		64,201	(27,062)
Taxation	5	(226)	(526)
Surplus/(deficit) on ordinary activities after taxation		63,975	(27,588)
Extraordinary items		-	5,534
Retained surplus/(deficit) for the year	11	63,975	(22,054)

There are no recognised gains or losses other than those reported above.

Balance Sheet

31 December 1997

Note

1996

Fixed assets

Tangible assets	6	6,085	7,837
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Current assets

Stocks	7	-	1,242
Debtors	8	95,983	10,598
Cash at bank and in hand		24,814	22,208
		120,797	34,048

Creditors due within one year	9	(42,533)	(21,511)
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Net current assets		78,264	12,537
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Total assets less current liabilities		84,349	20,374
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Capital and reserves

Retained surplus account	11	84,349	20,374
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Member funds	11	84,349	20,374
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The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

These financial statements were approved by the board of directors on 4 June 1998 and signed on its behalf by:

G J Cresswell



C Williams

Directors

Notes to the Financial Statements

Year ended 31 December 1997

1996

1 Accounting policies

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the company's financial statements.

Basis of accounting

The financial statements have been prepared under the historical cost convention.

Depreciation

Depreciation is calculated to write off the cost of tangible fixed assets over their estimated useful lives as follows:

Computer equipment	25% Straight line
Office equipment	10% Reducing balance

Operating lease

Rentals paid under operating leases are charged against income as incurred.

Deferred taxation

Deferred taxation is provided using the liability method in respect of the taxation effect of material timing differences to the extent that tax liabilities are likely to crystallise in the foreseeable future. No provision was necessary at 31 December 1997.

2 Income

Income comprises the amounts generated from the Institute's activities all of which arise in the United Kingdom and are stated net of value added tax.

**3 Operating surplus/(deficit)
is stated after crediting:**

Interest receivable	971	484
and after charging:		
Directors emoluments	-	23,925
Auditors' remuneration	3,000	2,500
Depreciation owned assets	1,752	1,808

4 Investment income

Bank deposit interest	971	484
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Notes to the Financial Statements

Year ended 31 December 1997

1996

5 Taxation

Taxation based on investment income for the year:

Corporation tax at 23.25% (1996 24.25%)	226	526
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6 Tangible fixed assets**Fixtures and fittings****Cost**

1 January 1997	10,721	3,942
Additions	-	6,779
31 December 1997	10,721	10,721

Depreciation

1 January 1997	2,884	1,077
Charge for the year	1,752	1,807
31 December 1997	4,636	2,884

Net book value:

31 December 1997	6,085	7,837
31 December 1996	7,837	2,866

7 Stocks

Promotional merchandise	-	1,242
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8 Debtors

Trade debtors	35,075	1,172
Amounts due from IBPM Education Limited	60,908	3,400
Prepayments	-	6,026
	95,983	10,598

9 Creditors due within one year

Corporation tax	226	526
Other taxation and social security	1,287	3,001
Accruals	41,020	17,984
	42,533	21,511

Notes to the Financial Statements

Year ended 31 December 1997

1996

10 Share capital

The company is limited by guarantee and does not have a share capital. The maximum liability of each member will not exceed £2.

11 Retained surplus

Balance at 1 January 1997	20,374	42,428
Retained surplus/(deficit) for the year	63,975	(22,054)
	<u>84,349</u>	<u>20,374</u>
Balance at 31 December 1997		

12 Guarantees and other financial commitments

Financial commitments under non-cancellable operating lease for premises rental will result in the following payments falling due in the year to 31 December 1998.

Expiring after more than five years	<u>16,500</u>	<u>16,500</u>
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13 Directors interests in transactions

During the year the company completed the following transactions with IBPM Education Limited a company in which the wives of G J Cresswell and T G Lakin each owned 49.83% of the issued capital. G J Cresswell and T G Lakin held the remaining 0.17% equally.

Income -

Temporary membership fees	90,042	68,431
Donation	-	4,012
Establishment costs	3,423	5,539
Office and administration costs	15,980	3,965
Marketing and seminars recharged	-	14,736

Payments -

Establishment costs	11,614	15,953
Office and administration costs	8,140	21,903
Diploma costs	<u>6,201</u>	<u>4,112</u>

The balance due from this company at 31 December 1997 was	<u>60,908</u>	<u>3,400</u>
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During the year the following transactions were conducted with an unincorporated business operated by T Lakin.

T Lakin - consultancy received from the Institute.	<u>-</u>	<u>1,638</u>
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Transactions are on a commercial basis.

Notes to the Financial Statements

Year ended 31 December 1997

1996

14 Post balance sheet events

At an Extraordinary General Meeting held on 13 November 1997 the members voted overwhelmingly in favour of merging with the Association of Payroll and Superannuation Administrators to create a new body to be known as The Institute of Payroll and Pension Management. The merger takes effect from 1 January 1998 and at that date all assets and liabilities of IBPM passed to the new body.

15 Future capital expenditure

Contracted for but not provided in the accounts

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Authorised by the board but not contracted for

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