

INSTITUTE OF CONSERVATION

(A Company limited by Guarantee)

FINANCIAL STATEMENTS

for the year ended 31 MARCH 2008

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MONDAY



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24/11/2008
COMPANIES HOUSE

Charity Registration Number in England and Wales 1108380
Charity Registration Number in Scotland SC039336 (since February 2008)
Company Number 05201058

INSTITUTE OF CONSERVATION

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INSTITUTE OF CONSERVATION

CHARITY INFORMATION

REGISTERED CHARITY NUMBER (England and Wales): 1108380

REGISTERED CHARITY NUMBER (Scotland) (since February 2008): SC039336

BOARD OF DIRECTORS:

Board of Directors

Simon Cane (Chair)
Rose Briskman
Kate Frame (from 27 November 2007)
Robert Gowing
Diane Gwilt
Velson Horie
Valerie Kaufmann (to 27 November 2007)
John Kelly
Louise Lawson (from 27 November 2007)
Helen Lloyd
AnnMarie Newbiggin (co-opted)
Heather Perry
Alison Richmond
Dr James Tate (to 27 November 2007)
Lynne Thomas (co-opted) (to 14 November 2007)
Russel Turner
Christopher Woods
Philip Young (Honorary Treasurer) (co-opted)

EXECUTIVE OFFICERS:

Chief Executive Alastair McCapra

PRINCIPAL OFFICE: 3rd Floor
1 London Bridge
LONDON
SE1 9BG

BANKERS:

CAF Bank
25 Kings Hill Ave
Kings Hill
West Malling
Kent
ME18 4JQ

SOLICITORS: Thomas Eggar & Co
76 Shoe Lane
LONDON

REGISTERED OFFICE:

JS2 Limited
One Crown Square
Church Street East
Woking
Surrey GU21 6HR

AUDITORS: Mazars LLP
Seacourt Tower
Westway
OXFORD
OX2 0JG

COMPANY SECRETARY:

JS2 Limited
One Crown Square
Church Street East
Woking
Surrey GU21 6HR

INSTITUTE OF CONSERVATION
REPORT OF THE BOARD OF TRUSTEES

The Board of Trustees presents its report and audited financial statements for the year ended 31 March 2008

Structure Governance and Management

Governing document

The Institute of Conservation ("Icon") is registered as a Charity in England and Wales, (Number 1108380) and in Scotland (Number SC039336). The Institute of Conservation is a Company Limited by Guarantee, Number 05201058, and is governed by its memorandum and articles.

Recruitment, appointment and induction of trustees

All Trustees are also Directors of the Limited Company. Most Trustees are elected from and by Icon's membership. Elections are held each year to fill one third of seats on the Board of Trustees. Elected Trustees may co-opt up to four others from outside the organisation's membership, based on the skills need identified by the Board. Icon provides information on the role and conduct of charity trustees to all members of the Board when they take office and all new trustees are given a copy of the governing documents. The Trustee is briefed on the Aims and Objectives and advised of the financial position of the Charity.

Organisational structure

The trustees meet 4 times a year to agree the broad strategy and areas of activity for Icon. The day to day management of Icon is delegated to the Chief Executive.

Icon Staff (as at March 2008)

Alastair McCapra	Chief Executive (Resigned 04/07/2008)
James Andrews	Librarian, the Chantry Library
Susan Bradshaw	Accreditation Manager Manages and promotes the PACR accreditation scheme
Carol Brown	Training Development Manager Manages the HLF bursary scheme and leads on all training matters
Charlotte Cowin	Office Manager Manages membership recruitment and renewals, produces Iconnect Jobs and supports specialist groups, processes finance transactions
Caroline Saye	Executive Officer Manages the Conservation Register, promotes and markets the Register and Icon, supports Icon's advocacy work Interim Chief Executive from 04/07/2008

INSTITUTE OF CONSERVATION

REPORT OF THE BOARD OF TRUSTEES continued

Part Time

Dr David Leigh	Conservation Awards
Gillian Drybrough	HLF Scheme Administrator

Freelance

Jane Eagan	Editor, The Paper Conservator
Lynette Gill	Managing Editor, Icon News
Susan Hughes	Conservation Awards Administrator

Objectives and Activities

The Charitable Objects of Icon are:

- To advance the education of the public by research into and the promotion of the conservation of items and collections of items of cultural, aesthetic, historic and scientific value, and
- To preserve and conserve items and collections of items of cultural, aesthetic, historic and scientific value

Mission

Our mission is

- **Public Access and Understanding:** to raise public awareness of the importance of caring for our shared cultural heritage; to respond effectively and efficiently to the needs of public and private stakeholders, and the public at large.
- **Advocacy:** to champion the conservation of cultural heritage within the conservation community and outside it, in public and private sectors, nationally and internationally
- **Professional Standards, Ethics, Training and Education:** to act as a unifying force and focal point for the conservation profession in setting and supporting the attainment of standards in ethics, practice, training, education, research and workforce diversity
- **Membership Services:** to respond effectively and efficiently to the needs of the conservation community

ACTIVITIES IN 2007-2008

The following is a summary report of the main areas of Icon's activity in the past year. A full and detailed report of all Icon's activities is included in the Annual Review

Introduction

The year ending 31 March 2008 is Icon's third operating year, and brings us to the close of the initial period of startup which was intended to allow us to establish ourselves as the key UK body representing the conservation of cultural heritage

The last three years have seen Icon making a significant investment in new infrastructure and capacity - of conservators, conservation and its own role as the lead body. We have had some important successes, for example the £1 million of Heritage Lottery Fund grant to push forward internships in conservation skills. We have also had a major breakthrough in conservation science brought about following Icon's clear leadership in the Heritage Science Review undertaken by the

House of Lords Science and Technology Committee in 2006. The professional accreditation of conservators has expanded and developed significantly since 2005 and we have piloted a new Conservation Technician Qualification.

In the last year however fundraising has become significantly harder. The Board approved a budget for 2007-8 which included provision for income from fundraising. Icon submitted applications for a range of grants and sponsorship to a total value of just under £200k for the 2007-8 financial year, as well as applying for EU project funding and seeking opportunities for external projects, consultancy work and business income generation. Unfortunately very little of this was successful and only £15000 was netted by 31 March, although additional income was secured for the 2008-9 financial year. Along with so many others in the heritage world, we are starting to feel the effects of the downturn in the economy. Trustees are therefore working on a new business plan that will keep us operating within our normal income range, and ensure that member services continue to improve and to be good value for money.

Several other points to highlight for 2007-8

- Membership income appears to be rather low this year, but this is not because of a decrease in the number of members. Rather it arises from an accounting decision on the allocation of subscriptions income across the year end. A proportion of the membership income received in 2007-8 has been allocated to 2008-9, but no income received in 2006-7 was allocated to 2007-8.
- In 2006 the Board identified as a significant risk to the organisation the ongoing difficulties in securing timely and reliable financial reports. This was due in part to the lengthy and complicated nature of convergence. From 1 April 2007 Icon has been working with a new finance service provider, JS2 Ltd and the quality of our financial reporting has significantly improved. Unfortunately the preparation of the 2006-7 accounts was in the hands of the previous service provider, and it was not possible to sign those accounts off until October 2007. The unusually long delays in financial reporting in 2007-8 have limited the Board's ability to make and review financial plans, but this will not be the case in following years.
- New structures to improve financial accountability have been agreed to enable Icon to build on the experience of its first three years. New systems of internal financial reporting will be introduced in 2008-9 and the Finance Committee will have a stronger and clearer role in scrutiny and planning.

Public Access and Understanding

Icon has encouraged the widespread use of its public information leaflets; 13 titles are now in print and over 11,000 copies were distributed during 2007-8. Icon has continued work to provide public assurance in professional standards, both through the Conservation Register and through work with the Council for the Care of Churches. The Chantry Library in Oxford has continued to expand the services it offers to the public. Icon continued to deliver a programme of public events and talks.

Advocacy

Work towards the development of a UK National Heritage Science Strategy has continued with 2007-8 seeing Icon take part in the final session of the House of Lords Subcommittee to review progress against the Science and Heritage Report produced in 2006. Icon has contributed to the Heritage White Paper consultation through its membership of The Archaeology Forum. Icon has met with the Museums Libraries and Archives Council's (MLA) Head of Museums Policy in connection with its work on a national strategy for museums in England. Icon has also collaborated with the Museums Association on the Effective Collections programme to encourage better use of stored collections.

Education and training emerged as key advocacy issues towards the end of 2007-8. Icon initiated debate on the conservation workforce of the future with an event '20 20 vision' held at Tate Modern in January. The outcome was a consensus of the need for a new and closer partnership between conservation employers (museums, galleries, libraries and archives as well as larger private sector firms) and educational institutions.

INSTITUTE OF CONSERVATION

REPORT OF THE BOARD OF TRUSTEES continued

Icon has worked to promote accreditation to employers and the number of candidates for accreditation has continued to rise steadily. Icon encouraged the use of the European Qualifications Framework (EQF) as a basis for more flexible entry into the profession across Europe and argued for the adoption of EQF standards within ECCO (the European Confederation of Conservator-Restorers' Organisations) resulting in ECCO agreeing to set up a working party to draft conservation standards against EQF benchmarks.

A very successful round of Conservation Awards took place in 2007, with the ceremony held as previously at the British Museum. Following this the Icon Board has decided to review all aspects of the Awards activity before embarking on the next round.

Professional Standards, Ethics, Training and Education

During 2007-8 the Board of Trustees agreed that the priorities for 2007-2008 were to:

- Follow up and support (Heritage Lottery Fund) HLF year 1 interns after graduating
- Set up and start year 2 of the HLF scheme with 12 placements
- Run the Year 1 pilot for the Conservation Technician Qualification
- Re-establish the Conservation Teaching Forum
- Run more externally-funded internships to provide work-based learning opportunities, utilising the HLF framework
- Set up a Training Exchange on the website
- Complete the review of professional accreditation
- Publish new accreditation guidelines for applicants

All 11 HLF year 1 interns with a 1-year placement successfully completed their internships in 2007, most have been employed and several have gone on to further studies. Part of the intention of the HLF scheme was to create a training model which could provide additional placements, funded externally. The first externally-funded placement was set up in the summer of 2007 and other potential hosts have expressed interest in the model.

The Year 1 pilot for the Conservation Technician Qualification involved 14 candidates of whom eight achieved full qualification. The consortium of partners has agreed to take part in a stage 2 pilot and several new conservation employers have expressed an interest in joining the consortium.

The Conservation Teaching Forum reconvened in September 2007 with encouragement from Icon after a break of several years.

A training exchange where employers advertise work-based training and where people seeking work experience can put forward their details has been established.

The review of accreditation was completed and a comprehensive report with recommendations for future changes to the scheme was published in February 2008.

Membership Services

In 2007-8 work was undertaken to revise and circulate updated salary guidelines.

Graduate liaison has remained an important area of work for Icon to develop and is achieved through the work of Icon's volunteer graduate coordinators and through the dedicated graduate liaison officers on three of Icon's specialist groups.

Icon's 16 specialist groups have kept up their customary high level of meetings, visits, seminars and other activities for the membership. The number of events organised is too great to list individually here but include a joint conference between the Icon Science Group, the Politecnico di Milano and the University of Milan in May 2007 and the joint Icon Paintings Group and British Association of Paintings Conservator-Restorers event on Retouching Complex Surfaces.

INSTITUTE OF CONSERVATION

REPORT OF THE BOARD OF TRUSTEES continued

PLANNED ACTIVITIES IN 2008-2009

Building on the work of the past year, Icon expects to focus on the following areas in 2008-9

Public Access and Understanding

- Implement the recommendations of the review of Icon's contribution to public benefit
- Secure additional funding to maintain and expand the provision of public advice leaflets
- Recruit more new businesses to the Conservation Register
- Redevelop the Conservation Register website to improve ease of use for the public

Advocacy

- Advocate education and training needs for the conservation profession with the higher education sector and with a wide range of public stakeholders
- Continue to monitor the Heritage White Paper
- Review and restructure the Conservation Awards

Professional Standards, Ethics, Training and Education

- Implement the review of professional accreditation and produce new documentation
- Lead on the development of a national education and training strategy for conservation
- Expand the Conservation Technician Qualification
- Increase the number of Externally-Funded Placements

Membership Services

- Begin work on New Commissioning Guidelines
- Continue to encourage more joint group events
- Promote salary guidelines with more external stakeholders

INSTITUTE OF CONSERVATION

REPORT OF THE BOARD OF TRUSTEES continued

Financial Review and Results for the Year

2007/08 represented the first full operating year of the new organisation. The accounts show a net deficit for unrestricted activities (after transfers) of £(73,678) and deficit on restricted activities (after transfers) of £(174,856).

Reserves policy

Icon retains reserves for two main reasons

- a) to manage the risks to which the charity is exposed in the course of its business (including safeguarding activities funded by volatile voluntary income streams or by other sources that may be reduced or withdrawn);
- b) to finance future plans in line with Icon's strategic aims and vision

The trustees consider that in order to meet these needs, Icon should hold free reserves of between 3 and 6 months unrestricted expenditure. Due to the poor result for 2007-8 current unrestricted reserves are £69,477 and within that free reserves (being unrestricted funds less designated funds) were £(98,949). This is below the level deemed necessary by the Trustees. Accordingly the Trustees have devoted considerable work to preparing and challenging a three year business plan. The objectives of this plan are

- a) to ensure there is an unrestricted fund surplus generated for 2008-9
- b) to ensure that by March 2010 there is surplus on free reserves
- c) to continue the progress in 2010-11

Investment Policy

The trustees deem it appropriate that the majority of the funds are invested in a high yield account and that no funds are invested in either equities or bonds

Risk Management

The Trustees have considered the major risks to which the Charity is exposed and have reviewed those risks and established systems and procedures to manage them. Icon maintains a register of strategic and operational risks. The operational risks are reviewed and updated regularly by the Finance Committee. The Board of Trustees takes the lead on considering and reviewing strategic risks and their mitigation. In addition the Board of Trustees reviews the complete risk register at least once every year.

Disclosure of Information to Auditors

So far as the trustees are aware,

- there is no relevant audit information of which the Charity's auditors are unaware, and
- they have taken all the steps that they ought to have taken as trustees in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information

INSTITUTE OF CONSERVATION

REPORT OF THE BOARD OF TRUSTEES continued

Auditors

In accordance with section 385 of the Companies Act 1985 a resolution proposing the reappointment of the auditors will be put to the Annual General Meeting.

Statement of Board of Trustees' Responsibility

The trustees are responsible for preparing the Annual Report and Financial Statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Trust law requires the Board of Trustees to prepare Financial Statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the surplus or deficit of the Charity for that period. In preparing those Financial Statements the Board of Trustees are required to


- * select suitable accounting policies and then apply them consistently;
- * make judgments and estimates that are reasonable and prudent;
- * state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the Financial Statements;
- * prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Board of 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 that the Financial Statements comply with the Charities Act 1993. 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 maintenance and integrity of the Institute of Conservation web site is the responsibility of the Board of Trustees. The work carried out by the auditors does not involve consideration of these matters and, accordingly, the auditors accept no responsibility for any changes that may have occurred to the Financial Statements since they were initially presented on the web site.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005)

This report was approved by the Board of Trustees on 9th October 2008 and signed on their behalf.



Chairman

INSTITUTE OF CONSERVATION

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF INSTITUTE OF CONSERVATION

We have audited the financial statements of Institute of Conservation for the year ended 31 March 2008 which comprise the Statement of Financial Activities, the Balance Sheet and related notes. These financial statements have been prepared under accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As described in the Statement of Trustees' Responsibilities the trustees, who are also the directors of Institute of Conservation for the purposes of company law are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Our responsibility is to audit the financial statements 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 financial statements give a true and fair view, whether the financial statements are properly prepared in accordance with the Companies Act 1985 and whether the information given in the Trustees'/Directors' Report is consistent with the financial statements. We also report to you if, in our opinion, the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding Trustees' remuneration and transactions with the charity is not disclosed.

We read the Trustees' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit opinion


We conducted our audit in accordance with 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 financial statements. It also includes an assessment of the judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance as to whether 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, in accordance with United Kingdom Generally Accepted Accounting Practice of state of the charitable company's affairs as at 31 March 2008 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended,
- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Trustees' Report is consistent with the financial statements.



Mazars LLP

Chartered Accountants
and Registered Auditors
Seacourt Tower
West Way
Oxford, OX2 0JG

Dated 6 November 2008

INSTITUTE OF CONSERVATION

STATEMENT OF FINANCIAL ACTIVITIES
(incorporating the income and expenditure account)
for the year ended
31 MARCH 2008

	Note	Unrestricted Funds 2008 £	Restricted Funds 2008 £	Total Funds 2008 £	Total Funds 2007 £
Incoming Resources					
<i>Incoming Resources from Generated Funds</i>					
<i>Voluntary Income</i>					
Donations and similar income	2	6,913	314,051	320,964	379,830
<i>Incoming Resources from Operating Activities for Generating Funds</i>					
Advertising Income		41,750	-	41,750	41,162
<i>Investment Income</i>					
Bank Interest		13,163	9,783	22,946	25,345
<i>Incoming Resources from Charitable Activities</i>					
Membership Subscriptions		225,447	-	225,447	249,684
Transfers from Converging Organisations		-	-	-	8,416
Group Income		74,043	-	74,043	333,274
Fee Income		69,346	1,526	70,872	173,352
Publications Income		2,145	-	2,145	21,969
<i>Other incoming resources</i>		<u>1,327</u>	<u>-</u>	<u>1,327</u>	<u>33,798</u>
Total Incoming Resources		<u>434,134</u>	<u>325,360</u>	<u>759,494</u>	<u>1,266,830</u>
Resources Expended					
Charitable Expenditure					
<i>Costs of Charitable Activities:</i>					
Public Access & Understanding		27,432	136,672	164,104	164,672
Advocacy		52,359	-	52,359	52,540
Professional Standards, Ethics, Training & Education		224,242	343,937	568,179	570,141
Membership Services		180,099	-	180,099	180,721
Governance		<u>43,287</u>	<u>-</u>	<u>3,287</u>	<u>44,574</u>
Total Resources Expended	5	<u>527,419</u>	<u>480,609</u>	<u>1,008,028</u>	<u>1,012,648</u>
Net Movement in Funds before transfers	3	(93,285)	(155,249)	(248,534)	254,182
Transfer of Funds		<u>19,607</u>	<u>(19,607)</u>	<u>-</u>	<u>-</u>
Net Movement in Funds after transfers		(73,678)	(174,856)	(248,534)	254,182
Brought Forward Funds at 1 April 2007		<u>143,155</u>	<u>426,679</u>	<u>569,834</u>	<u>315,652</u>
Carried Forward Funds at 31 March 2008		<u>69,477</u>	<u>251,823</u>	<u>321,300</u>	<u>569,834</u>

- The notes on pages 13 to 21 form part of the accounts
- All transactions are derived from continuing activities
- All recognised gains and losses are included in the Statement of Financial Activities

INSTITUTE OF CONSERVATION
BALANCE SHEET AT 31 MARCH 2008

	Note	£	2008 £	2007 £
FIXED ASSETS				
Tangible Assets	6		10,938	8,550
CURRENT ASSETS				
Debtors	7	107,482		32,592
Cash at Bank and in Hand		313,546		578,002
		421,028		610,594
CREDITORS - Amounts Falling Due Within One Year	8	(110,666)		(49,310)
			310,362	561,284
NET CURRENT ASSETS			310,362	561,284
NET ASSETS	9		321,300	569,834
FUNDS				
Restricted Funds			251,823	426,679
Unrestricted Funds				
General Unrestricted Funds		(98,949)		55,665
Designated Funds		168,426		87,490
		69,477		143,155
	9		321,300	569,834

These 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 Trustees on 9 October 2008 and signed on its behalf by -



Chair



Treasurer

INSTITUTE OF CONSERVATION

NOTES TO THE FINANCIAL STATEMENTS

1 ACCOUNTING POLICIES

a) Accounting Convention

The Financial Statements are prepared under the Historical Cost Convention, and in accordance with the Statement of Recommended Practice ('the SORP'), Accounting and Reporting by Charities, issued in March 2005 and applicable Accounting Standards

b) Fund Accounting

General unrestricted funds comprise surpluses and deficits and are available for use at the discretion of the Board of Trustees in furtherance of the Charity's general charitable objectives

Other unrestricted funds are amounts that have been put aside out of the general unrestricted funds at the discretion of the Trustees to fund specific projects for the future development of the Association (note 10)

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes

c) Incoming Resources

Incoming resources represent amounts receivable (and known at the year end) by the charity during the year from all sources including subscriptions, grants, donations and investments. All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy

Grant income and membership contributions are included as they are received except where they relate to future periods in which case they are deferred. Income that has been received in advance for the Conservation Awards has been deferred to allow matching against the expenditure incurred

d) Resources Expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered

The costs of policy and advocacy, membership, conservation register, conservation awards, conference, HLF bursary scheme, PACR/PSB accreditation and assessments, publications, group activities and support costs comprise expenditure, including staff costs, which is directly attributable to these activities. Where costs, such as overheads, cannot be directly attributed they have been allocated on the percentage of time spent on each charitable activity

Support costs comprise all services supplied centrally, identifiable as wholly or mainly in support of direct charitable purposes and include an appropriate proportion of general overheads which cannot be allocated to specific activities

Governance costs include these costs associated with meeting the constitutional and statutory requirement of the charity and include the audit fees

e) Operating Leases

Rentals payable under operating leases are charged on a straight line basis over the terms of the lease

INSTITUTE OF CONSERVATION

NOTES TO THE FINANCIAL STATEMENTS
continued

f) Depreciation

Depreciation is provided on all tangible fixed assets in order to write off their cost over their expected useful lives. The rates adopted are as follows -

Office Equipment	25% per annum straight line
Computer Equipment	33.33% per annum straight line

Only fixed assets with a value in excess of £100 are capitalised. Assets purchased with a value below this are expensed in the year in which they occur.

g) Defined Contribution pension scheme

The amounts charged to the statement of financial activities are pension contributions payable in the year. Differences between contributions payable in the year and contributions actually paid are shown as either accruals or prepayments in the balance sheet.

2 VOLUNTARY INCOME

Voluntary income received in the year was as follows:

	Unrestricted £	Restricted £	2008 £	2007 £
Grants				
English Heritage				24,000
The Museums, Libraries & Archives Council	-	5,000	5,000	15,000
Esmee Fairbairn	-	19,585	19,585	19,595
Pilgrim Trust	-	14,000	14,000	-
Heritage Lottery Fund	-	216,466	216,466	245,475
Donations				
Sir Paul McCartney	-	50,000	50,000	50,000
Sundry Donations incl Gift Aid	6,913	9,000	15,913	25,760
	6,913	314,051	320,964	379,830

3 NET MOVEMENT IN FUNDS

The Net Movement in Funds is stated after charging -

	2008 £	2007 £
Auditors' Remuneration -current year	8,000	7,692
Auditors' Remuneration -prior year	5,952	-
Depreciation	7,927	4,407
Operating Leases – rent	23,244	20,510

INSTITUTE OF CONSERVATION
NOTES TO THE FINANCIAL STATEMENTS
continued

4 STAFF COSTS

	2008	2007
	£	£
Staff Costs		
Wages and Salaries	233,660	226,175
Social Security Costs	24,519	23,260
Other Staff Costs	4,189	-
	<hr/>	<hr/>
	262,368	249,435
	<hr/>	<hr/>

No employee received emoluments of more than £50,000

Administrative salaries have been directly allocated to projects on which time was spent.

A group stakeholder defined contribution pension plan for staff was set up with Cooperative Insurance Services in 2007. During the year payments totalling £4,189 were accrued and are included within current liabilities at the year end.

Numbers of Employees at 31 March 2008: 6 (2007: 8)

The average number of employees during the year was 7.6 (2007: 9)

	2008	2007
	Number	Number
Full Time	6	4
Part Time	1.6	5
Full time equivalents.		
Public Access & Understanding	1.9	2.2
Advocacy	0.8	1.0
Professional Standards, Ethics, Training & Education	3.1	3.7
Membership Services	1.4	1.6
Governance	0.4	0.5
	<hr/>	<hr/>
	7.6	9.0
	<hr/>	<hr/>

BOARD OF TRUSTEES' REMUNERATION AND REIMBURSED EXPENSES

None of the Board of Trustees received remuneration for their services as Trustees during the year.

17 members (2007: 11) of the Board of Trustees received reimbursed expenses during the year. These were for traveling and amounted to £4,948 (2007: £4,269). Trustees' indemnity insurance was not purchased during the year.

INSTITUTE OF CONSERVATION

NOTES TO THE FINANCIAL STATEMENTS
continued

5 ANALYSIS OF RESOURCES EXPENDED

	Membership Services	Professional Standards, Ethics, Training & Education	Advocacy	Governance	Public Access & Understand -ing	2008 Total	2007 Total
	£	£	£	£	£	£	£
Direct Costs							
Grants to beneficiaries	-	199,725	-	-	-	199,725	170,375
Staff costs	42,265	115,341	34,467	15,167	55,128	262,368	249,435
Other staff/staff costs	8,479	25,186	-	-	10,648	44,313	40,272
Room hire	-	200	-	-	3,596	3,796	3,450
Print, postage, photocopying	3,877	5,129	-	-	2,014	11,020	10,015
Assessors costs	-	15,099	-	-	-	15,099	13,722
Professional fees	-	32,392	-	-	3,000	35,392	32,164
Audit fees	-	-	-	13,952	-	13,952	7,692
AGM	-	-	-	739	-	739	672
Event costs	97,406	5,758	-	-	4,929	108,093	201,595
Publishing costs	-	108,482	-	-	1,288	109,770	91,135
Prizes & Awards	-	-	-	-	53,235	53,235	48,380
Trustees expenses	-	-	-	5,556	160	5,716	4,269
Other	6,132	992	-	-	1,489	8,613	7,827
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	158,159	508,304	34,467	35,414	135,487	871,831	881,003
Support Costs							
Other Staff costs	3,348	9,137	2,731	1,202	4,367	20,785	10,493
Premises costs	4,133	11,279	3,370	1,483	5,391	25,656	25,900
Office running costs	6,332	17,282	5,164	2,272	8,259	39,309	56,654
Professional services	8,127	22,177	6,627	2,916	10,600	50,447	38,598
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	21,940	59,875	17,892	7,873	28,617	136,197	131,645
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Resources Expended	180,099	568,179	52,359	43,287	164,104	1,008,028	1,012,648
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Costs which have been directly attributable to a particular activity have been fully allocated to that specific charitable activity

Support costs have been allocated based on the percentage of time spent on each charitable activity

INSTITUTE OF CONSERVATION
NOTES TO THE FINANCIAL STATEMENTS
continued

6 TANGIBLE FIXED ASSETS

	Computer Equipment	Database	Office Equipment	Fixture, Fittings & Equipment Total
Cost	£	£	£	£
At 1 April 2007	25,850	-	9,157	35,007
Additions	-	8,764		8,764
At 31 March 2008	<u>25,850</u>	<u>8,764</u>	<u>9,157</u>	<u>43,771</u>
Depreciation				
At 1 April 2007	17,300	-	9,157	26,457
Charge for Year	4,825	1,551	-	7,927
At 31 March 2008	<u>22,125</u>	<u>1,551</u>	<u>9,157</u>	<u>32,833</u>
Net Book Value at 31 March 2008	<u>3,725</u>	<u>7,213</u>	<u>-</u>	<u>10,938</u>
Net Book Value at 31 March 2007	<u>8,550</u>	<u>-</u>	<u>-</u>	<u>8,550</u>

All assets are used for charitable purposes

7 DEBTORS

	2008	2007
	£	£
Amounts Falling Due Within One Year		
Trade & Other Debtors	96,989	27,819
Prepayments	10,493	4,773
	<u>107,482</u>	<u>32,592</u>

INSTITUTE OF CONSERVATION
NOTES TO THE FINANCIAL STATEMENTS
continued

8 CREDITORS

	2008	2007
	£	£
Amounts Falling Due Within One Year		
Trade & Other Creditors	21,306	850
Accruals	12,189	41,346
Taxation & Social Security	6,967	7,114
VAT	9,142	-
Deferred Income – Other	28,820	-
Deferred Income – Membership	32,242	-
	110,666	49,310

Deferred income relates to membership contributions received for future periods and the balance of money received for the Conservation Awards which takes place after the year end. This allows matching of the expenditure that will be incurred relating to the event

9 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted	Restricted	Total
	£	£	£
Fixed Assets	10,938	-	10,938
Debtors	70,107	37,375	107,482
Cash at Bank and in Hand	90,098	223,448	313,546
Current Liabilities	(101,666)	(9,000)	(110,666)
	69,477	251,823	321,300

INSTITUTE OF CONSERVATION

NOTES TO THE FINANCIAL STATEMENTS
continued

10 FUNDS

		At 1 April 2007 £	Incoming Resources £	Resources Expended £	Transfers £	At 31 March 2008 £
Restricted Funds:						
Conservation Awards	(1)	60,091	59,623	(94,689)	-	25,025
HLF Bursary Scheme 2008	(2)	7,732	236,051	(329,937)	66,993	(19,161)
Chantry Library	(3)	272,008	9,686	(41,983)	-	239,711
Hampson Bequest	(4)	86,600	-	-	(86,600)	-
Leonardo Project	(5)	248	6,000	-	-	6,248
Bursaries	(6)	-	14,000	(14,000)	-	-
Total Restricted Funds		426,679	325,360	(480,609)	(19,607)	251,823
Unrestricted Funds:						
General unrestricted funds		55,665	356,593	(411,647)	(99,561)	(98,949)
Total General Funds		55,665	356,593	(411,647)	(99,561)	(98,949)
Designated Funds:						
Groups		87,490	74,043	(115,773)	32,568	78,328
Hampson Bequest	(4)	-	3,498	-	86,600	90,098
Total Designated Funds		87,490	77,541	(115,773)	119,168	168,426
Total Unrestricted Funds carried forward		143,155	434,134	(527,420)	19,607	69,477
Total Funds		569,834	759,494	(1,008,028)	-	321,300

- (1) Conservation Awards bi-annual award ceremony recognizing the work in various fields of conservation supported by Sir Paul McCartney and managed through support from the Museums, Libraries and Archives Council (MLA), English Heritage and the National Preservation Society.
- (2) HLF Bursary Scheme: The Heritage Lottery Fund Bursary Scheme is an internship programme to address the shortage of conservation skills across the UK and increase the number of trained conservators and conservation scientists.
- (3) Chantry Library Fund bequest for the purpose of funding a library for paper conservation and related activities.
- (4) Clare Hampson Fund bequest set up with the intention of supporting studies in paper conservation.
- (5) Leonardo Project. EU funding for a project to produce a teaching tool for paper conservation
- (6) Bursaries: Pilgrim Trust bursary dedicated to the support of work based learning in Stained Glass conservation.

Transfers have been carried out to clear any overdrawn balances in restricted funds that are not just subject to timing differences. In addition the trustees have reviewed the documentation surrounding

the Hampson Bequest and have reclassified the fund to designated from restricted. The opening balance is shown within the funds transfer column.

11 SUBSIDIARY COMPANY

The subsidiary company Icon Business Services Ltd transferred its trading activities to the Institute of Conservation (Icon) in 2007. The results for this company have not been consolidated into the accounts for Icon due to the insignificant impact. The debtors in Note 7 includes £-(2007 £3,540) owed by this company

12 OPERATING LEASE COMMITMENTS

The amounts payable in the next year in respect of operating leases are shown below, analysed according to the expiry date of the leases

	2008 £	2007 £
Property leases expiring		
Within one year	-	1,650
Within two to five years	19,800	19,800
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	19,800	21,450
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13 OTHER COMMITMENTS

	2008 £	2007 £
Software system membership expiring within one year	-	9,000
	<hr/>	<hr/>
	-	9,000
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