



CHARTERED INSTITUTE  
OF PUBLIC RELATIONS

**70** 1948  
YEARS 2018

# Financial Report 2017

# Chartered Institute of Public Relations

Report and financial statements

For the year ended 31 December 2017

# Chartered Institute of Public Relations

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### For the year ended 31 December 2017

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## Chartered Institute of Public Relations

### Reference and administrative details

For the year ended 31 December 2017

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**Status** The organisation is incorporated under Royal Charter. Number RC000801.

**Registered office and operational address** CIPR  
52–53 Russell Square  
London  
WC1B 4HP

**Board of Directors** **Current Directors in office during 2017:**  
Jason MacKenzie (President 2017)  
Sarah Hall (President 2018)  
Stuart Bruce  
Kevin Taylor  
Simon Thompson (Chairman of Finance Committee)

**Current Directors commencing office on 1 January 2018:**  
Emma Leech (President 2019)  
Jenni Field  
Shamma Kelly  
Ronke Lawal  
Ella Minty  
John Wilkinson

**Directors in post during 2017 whose term of office ended on 31 December 2017 unless otherwise stated:**  
Rob Brown (President 2016)  
Colin Byrne (resigned 4 September 2017)  
Lindsey Collumbell  
Keith Coni  
Paul Wilkinson

**Council** Andrew Bartlett  
Paul Beckford  
Michael Blowers  
Rob Brown  
Stuart Bruce  
Rachael Clamp  
Lindsey Collumbell  
Jenni Field  
Andy Green  
Anne Gregory  
Sarah Hall  
Hayley James  
Lisa Jones  
Samantha Livingstone

## Chartered Institute of Public Relations

### Reference and administrative details

For the year ended 31 December 2017

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Jason Mackenzie  
Eva Maclaine  
Ella Minty  
Mandy Pearse  
Sarah Roberts  
Charlotte Sansom  
Steve Shepperson-Smith  
Jenifer Stirton  
Laura Sutherland  
Chris Taylor  
Kevin Taylor  
Simon Thompson  
John Wilkinson  
Paul Wilkinson

**Bankers** NatWest PLC  
134 Aldersgate Street  
London  
EC1A 4LD

**Solicitors** Camerons Solicitors LLP  
70 Wimpole Street  
London  
W1G 8AX

**Auditor** Sayer Vincent LLP  
Chartered Accountants and Statutory Auditors  
Invicta House  
108-114 Golden Lane  
London  
EC1Y 0TL

The Board of Directors present their report and the audited financial statements for the year ended 31 December 2017.

## Principal activities and review

### Corporate Governance

#### Board of Directors

All acts undertaken by the officers and staff of the Institute were in the name of, and with the authority of, the Board of Directors. The Board met six times over the year and focused on overall strategy for the Institute. Day to day responsibility was delegated to the Standing Committees and Chief Executive.

#### Council

Council's role is to debate important points of strategy or principle, to provide guidance and perspective to the Board of Directors, and to raise issues of concern for the Board of Directors to pursue. Council met five times over the year.

#### Standing Committees

In 2017, the Standing Committees were the Finance Committee, the Policy & Campaigns Committee, the Professional Development & Membership Committee, and the Professional Practices Committee. A Remuneration Committee, independently chaired, reviews the remuneration arrangements of the Chief Executive and associated matters.

## Financial responsibilities of the Board of Directors

The Board of Directors is responsible for preparing the directors' annual report and the financial statements in accordance with applicable law and regulations. In preparing these financial statements, the Board of Directors is required to:

- select suitable accounting policies and apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards 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 Institute will continue in business.

The Board of Directors is responsible for keeping adequate accounting records that are sufficient to show and explain the Institute's transactions and disclose with reasonable accuracy at any time the financial position of the Chartered Institute of Public Relations. The Board is also responsible for safeguarding the assets of the Institute and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Board of Directors must, in determining how amounts are presented within items in the statement of comprehensive income and balance sheet, have regard to the substance of the reported transaction or arrangement, in accordance with generally accepted accounting principles and practice.

## Financial review

There have been no changes in accounting policy in 2017.

Income rose significantly in 2017 compared with 2016, while pre-tax expenditure, including staff costs, was reduced.

	2017	2016	2015
Income	£4,308,187	£4,078,694	£3,946,717
Pre-tax Expenditure	£4,157,725	£4,175,937	£4,096,653
of which staff costs	£1,270,216	£1,271,994	£1,331,853
Pre-Tax Surplus/(deficit)	£150,462	£(97,243)	£(149,936)

The main contributors to increased income were Training and Membership subscriptions, particularly those raised from Corporate Affiliate members.

The Institute has reviewed the basis on which it has been paying Corporation Tax. As a result, not only is there no Corporation Tax payment for 2017, but the payments made for 2015 and 2016 have been reclaimed.

Unexpectedly, given our anticipated office move, there have been no overall move costs in 2017. Indeed, the cost of surrendering the lease on Russell Square is £22,000 lower than the amount estimated and provided for in the 2016 accounts. Only £5,800 of move costs were incurred in 2017, meaning that, unusually, £16,200 was returned to the profit and loss account.

The Institute's reserves rose from £417,225 at the start of the year to £567,687 at the end.

## Changes in financial management

The 2017 financial year was the first one for which the Institute's Groups were required to produce a budget in advance, indicating how they proposed to manage their finances over the year. This has enabled the Institute to maintain up-to-date records of financial activity from the Groups more easily and to plan its resource allocation more effectively. As budgeted, £49,509 was transferred from central funds to the Groups, while the majority of Group income during the year was self-generated. Over the course of the year, the Groups managed their resources effectively and their expenditure exceeded their income and transferred funds by just £1,451.

## Future Business Risks and Opportunities

The 2017 State of the Profession survey indicated that practitioners' incomes have fallen slightly on average over the year, although CIPR members continue to out-earn their non-member peers. While this poses no immediate risk to the Institute, it clearly limits our capacity to build our commercial income over the medium term. Overall, there are risks associated with the uncertainty of Brexit, which may exert downward pressure on companies' discretionary spending in 2018. The main mitigation for this risk is for the CIPR to reduce the fixed costs associated with its building. By agreement with our landlords, we plan to move out of Russell Square in early 2018. The Institute carries no particular risks associated with contracts likely to be cancelled or unfulfilled, and it has no bad debt.

Following a number of high-profile cyber attacks on other organisations in 2017, the CIPR undertook an audit of its own cyber risks. As an outcome, a number of steps were taken to strengthen our online security, including a move to a new server environment and web services provider at the end of 2017.

The Institute is a data controller and a data processor, and has undertaken an audit of its data use preliminary to the implementation of the General Data Protection Regulation in May 2018. A management plan has been produced which will ensure that the Institute is entirely compliant with the regulation by this date.

In financial terms, the major opportunities for the Institute lie in continuing to grow its membership, particularly Corporate Affiliate membership. The Training market is strong for the time being, and we will adapt and develop our offering to meet changing client needs. The Influence brand is now two years old, incorporating both a multi-award winning magazine and a strong online presence. In 2018, the new Influence site has tripled its unique visitor numbers and attracted significantly higher advertising income. 2018 will also see us extend the brand into quarterly Influence Live! events with increased scope for commercial partnerships.



Sarah Hall, Director  
2018 President  
15 March 2018



Jason MacKenzie, Director  
2017 President  
15 March 2018

## Opinion

We have audited the financial statements of Chartered Institute of Public Relations (the 'Institute') for the year ended 31 December 2017, which comprise the statement of comprehensive income, balance sheet and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- Give a true and fair view of the state of the Institute's affairs as at 31 December 2017 and of its result for the year then ended
- Have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice

## Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Institute in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## Conclusions relating to going concern

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

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

## Other information

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

## Independent auditor's report

For the year ended 31 December 2017

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

We have nothing to report in this regard.

## Responsibilities of directors

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

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

## Auditor's responsibilities for the audit of the financial statements

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

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and

Independent auditor's report

For the year ended 31 December 2017

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obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the directors
- Conclude on the appropriateness of the directors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Sayer Vincent LLP*

15 March 2018

Sayer Vincent LLP, Statutory Auditor

Invicta House, 108-114 Golden Lane, LONDON, EC1Y 0TL

Chartered Institute of Public Relations

Statement of comprehensive income

For the year ended 31 December 2017

	Note	2017 Total £	2016 Total £
<b>Income</b>			
<b>Professional Development &amp; Membership</b>			
Membership		1,682,711	1,582,176
Awarding Body		370,575	313,384
Training & Centre For Learning		1,173,962	1,019,725
Professional Development & Membership management & other		11,222	13,255
		3,238,470	2,928,540
<b>Policy &amp; Communications</b>			
Excellence Awards		289,889	308,316
PRide Awards		327,467	333,702
Other Events		501	-
Think		35,176	89,278
Policy & Communications management & other		28,937	9,477
		681,970	740,773
<b>Other</b>			
Governance, Finance & Disciplinary		498	7,093
HR, IT & Facilities		186,728	184,941
		187,226	192,034
<b>Groups</b>		200,521	217,347
<b>Total income</b>		4,308,187	4,078,694
<b>Expenditure</b>			
<b>Professional Development &amp; Membership</b>			
Membership		234,060	182,481
Awarding Body		151,322	184,665
Training & Centre For Learning		462,241	464,330
Professional Development & Membership management & other		134,853	117,595
		982,476	949,071
<b>Policy &amp; Communications</b>			
Policy & Communications		49,346	108,827
Marketing		149,552	105,859
Excellence Awards		196,800	206,432
PRide Awards		276,020	268,467
Other Events		625	-
Think		255,506	262,543
Policy & Communications management & other		155,993	152,477
		1,083,842	1,104,605
<b>Other</b>			
Governance, Finance & Disciplinary		588,710	567,869
HR, IT & Facilities		1,267,416	1,157,420
Premises move		(16,200)	102,110
		1,839,926	1,827,399
<b>Groups</b>		251,481	294,862
<b>Total expenditure</b>		4,157,725	4,175,937
<b>Surplus/(Deficit) on ordinary activities before taxation</b>	2	150,462	(97,243)
Taxation recoverable/(payable) on profit on ordinary activities	4	45,666	(35,666)
<b>Surplus/(Deficit) for the financial year</b>		196,128	(132,909)
<b>Total comprehensive income</b>		196,128	(132,909)
Accumulated profit at 1 January		417,225	550,134
<b>Accumulated profit at 31 December</b>		613,353	417,225

All of the above results are derived from continuing activities (and includes all comprehensive income). There were no other recognised gains or losses other than those stated above.

Chartered Institute of Public Relations

Balance Sheet

As at 31 December 2017

	Note	£	2017 £	£	2016 £
Tangible fixed assets	5		39,008		63,239
			<u>39,008</u>		<u>63,239</u>
Current assets:					
Debtors	6	481,078		401,502	
Cash at bank and in hand		1,277,127		1,108,127	
		<u>1,758,205</u>		<u>1,509,629</u>	
Creditors:					
Amounts falling due within one year	7	1,183,860		1,155,643	
				<u>1,155,643</u>	
Net current assets			574,345		353,986
			<u>574,345</u>		<u>353,986</u>
Total assets less current liabilities			<u>613,353</u>		<u>417,225</u>
Reserves					
Revenue account			251,650		54,071
Groups			361,703		363,154
			<u>613,353</u>		<u>417,225</u>
Total reserves	9		<u>613,353</u>		<u>417,225</u>

The financial statements were approved by the Board on 15 March 2018 and signed on behalf of the Board:



Sarah Hall  
2018 President



Simon Thompson  
2018 Chair of finance committee

**1 Accounting policies**

**a) Statutory information**

Chartered Institute of Public Relations is incorporated under Royal Charter in the United Kingdom. The registered office address and principal place of business is 52–53 Russell Square, London, WC1B 4HP.

**b) Basis of preparation**

These financial statements have been prepared in accordance with applicable United Kingdom accounting standards, including Financial Reporting Standard 102 – 'The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland' ('FRS 102'). The financial statements have been prepared on the historical cost basis. In accordance with Section 1A of FRS102, the Institute has taken the exemption from preparing the Statement of Cash Flows.

**c) Going concern**

The directors consider that there are no material uncertainties about the company's ability to continue as a going concern.

The budget for the forthcoming year shows that the Institute should generate a surplus from its operations. In addition, the Institute's working capital requirements are funded by way of subscription advances which are non refundable and both event and training income are receivable in advance of attendance. Accordingly, the Board considers it appropriate to prepare the financial statements on a going concern basis.

**d) Income**

Membership subscription income is recognised over the twelve months following renewal. Income from awarding body fees, seminars and events is recognised upon the timing of the event and all other income is recognised upon the provision of the goods or services excluding VAT.

Subscription, awarding body fees, events and other income received in advance is carried forward as deferred income and included within creditors at the year end. Amounts received in advance for subscriptions are carried forward as deferred income, and are non-refundable. Rental income is recognised on a straight line basis over the lease term taking into account any rent free period at the commencement of the lease.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company; this is normally upon notification of the interest paid or payable by the bank.

**e) National, regional and sectoral groups**

The Institute makes grants to national, regional and sectoral groups to fund their activities. These grants are eliminated on consolidation. The revenue account therefore recognises the revenues generated and expenditure incurred by these groups during the year from their activities, and the balance sheet recognises any residual net assets, for example cash balances debtors less liabilities at the year end.

**f) Operating leases**

Rent is charged on a straight line basis over the term of the lease.

**g) Tangible fixed assets and depreciation**

Items of equipment are capitalised where the purchase price exceeds £1,000. Assets are reviewed for impairment if circumstances indicate their carrying value may exceed their net realisable value and value in use.

Depreciation is calculated to write down the cost less estimated residual value of all property, plant and equipment, other than freehold land, over their expected useful lives, using the straight line method. The rates applicable are:

Leasehold improvements	over the life of the lease
Computer hardware	4 years
Computer software & development	3 years
Furniture	10 years
Equipment	4 years

**Accounting policies (continued)****h) Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**i) Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**j) Creditors**

Short term trade creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

**k) Onerous leases**

Where the unavoidable costs of a lease exceed the economic benefit expected to be received from it, a provision is made for the present value of the obligations under the lease.

**l) Taxation**

The Institute's transactions with its members are not subject to tax. Other transactions are taxable on a basis agreed with HM Revenue & Customs.

**m) Deferred tax**

Provision is made on the liability method for all taxation deferred in respect of timing differences to the extent that, in the opinion of the directors, a liability is likely to crystallise in the foreseeable future.

**n) Pensions**

The Institute operates a defined contribution pension scheme available to all qualifying employees. The contributions payable in providing benefits are charged in the revenue account in the year to which they relate.

**2 Deficit before tax is stated after charging**

	2017 £	2016 £
Auditors' remuneration (excluding VAT):		
Audit: fees for current year	13,650	13,250
Audit: over accrual of prior year	–	(2,560)
Accountancy: corporation tax calculation	2,000	2,500
Corporation tax calculation: under accrual of prior year	250	–
	15,900	13,190
Depreciation	35,311	41,560
Deficit/(Surplus) on disposal of fixed assets	–	735
Operating lease rentals: Property	480,000	480,000
	<u>480,000</u>	<u>480,000</u>

**3 Staff costs**

Staff costs during the year were as follows:

	2017 £	2016 £
Wages and salaries	1,101,785	1,107,511
Social security costs	115,526	113,265
Other pension costs	52,905	51,218
	<u>1,270,216</u>	<u>1,271,994</u>

The average number of employees during the year was as follows:

	2017 No.	2016 No.
	<u>29</u>	<u>30</u>

The total employee benefits including employer national insurance and pension contributions of the key management personnel were £434,105 (2016: £422,639).

The Institute operates a defined contribution pension scheme in respect of the staff. The pension charge represents contributions due from the Institute. The scheme and its assets are held and managed by independent managers.

**Salary banding**

Staff fell into the following bands and gender mix:

	Male		Female	
	2017 No.	2016 No.	2017 No.	2016 No.
More than £75,000	1	1	–	–
Between £50,000 and £74,999	3	3	1	1
Between £25,000 and £49,999	7	5	11	11
Between £15,000 and £24,999	2	1	5	7
	<u>13</u>	<u>10</u>	<u>17</u>	<u>19</u>

**4 Taxation**

	2017 £	2016 £
UK corporation tax at 20% (2016: 20%)	–	25,645
Recoverable UK corporation tax for 2016 & 2015	(52,950)	–
Under provision in prior year	7,284	10,021
Total current tax	<u>(45,666)</u>	<u>35,666</u>

Taxation is provided on the Institute's income from investment and surpluses arising from non-member sources.

## 5 Tangible fixed assets

	Hardware £	Software & development costs £	Furniture and equipment £	Total £
<b>Cost</b>				
At the start of the year	10,640	89,206	38,270	138,116
Additions in year	685	10,395	–	11,080
Disposals in year	(4,214)	(19,210)	(3,845)	(27,269)
At the end of the year	<u>7,111</u>	<u>80,391</u>	<u>34,425</u>	<u>121,927</u>
<b>Depreciation</b>				
At the start of the year	5,409	39,615	29,853	74,877
Charge for the year	2,410	28,851	4,050	35,311
Eliminated on disposal	(4,214)	(19,210)	(3,845)	(27,269)
At the end of the year	<u>3,605</u>	<u>49,256</u>	<u>30,058</u>	<u>82,919</u>
<b>Net book value</b>				
At the end of the year	<u>3,506</u>	<u>31,135</u>	<u>4,367</u>	<u>39,008</u>
At the start of the year	<u>5,231</u>	<u>49,591</u>	<u>8,417</u>	<u>63,239</u>

## 6 Debtors

	2017 £	2016 £
Trade debtors	69,399	72,826
Other debtors	18,709	19,367
Receivable corporation tax	52,950	–
Rent deposit	116,250	116,250
Prepayments	223,770	193,059
	<u>481,078</u>	<u>401,502</u>

## 7 Creditors: amounts falling due within one year

	2017 £	2016 £	2017 £	2016 £
Trade creditors			119,697	60,283
Taxation and social security			36,819	77,135
Other creditors			37,430	37,991
Accruals			95,020	122,394
Deferred income				
<i>Membership Subscriptions</i>	740,039	714,823		
<i>Awarding Body</i>	15,120	35,560		
<i>Events</i>	2,422	–		
<i>Chartered Practitioner</i>	2,400	2,400		
<i>Workshops</i>	134,913	104,632		
			<u>894,894</u>	<u>857,415</u>
Pension contributions			–	425
			<u>1,183,860</u>	<u>1,155,643</u>

**8 Reserves**

	Institute £	Groups £	Total funds £
At 1 January 2017	54,071	363,154	417,225
Surplus/(deficit) for the year	247,088	(50,960)	196,128
Group funding	(49,509)	49,509	–
At 31 December 2017	<u>251,650</u>	<u>361,703</u>	<u>613,353</u>

Group funding represents the transfer of reserves from the central funds to the regional and sectoral groups.

**9 Operating lease commitments**

The Institute's total future minimum lease payments under non-cancellable operating leases is as follows for each of the following periods

	Property 2017 £	2016 £
Less than one year	480,000	480,000
Two to five years	40,000	520,000
Over five years	–	–
	<u>520,000</u>	<u>1,000,000</u>

**10 Related party transactions**

- (a) Under the Royal Charter, the role of a Board and Council member is a voluntary position and no fees are paid related to this work. However, they are entitled to reclaim accommodation, travel & subsistence expenses. In 2017, 19 members claimed expenses in the sum of £20,836 (2016: 18 members claimed £19,134). Expenses claimed from groups are not material.
- (b) Additionally, Board and/or Council members may receive fees and expenses for services provided to CIPR.

	2017 £	2016 £
Seashell Communications owned by Council Member Amanda Pearse providing workshop training	8,330	8,764
Marshway Projects owned by Board and Council Member Stuart Bruce providing workshop training	17,151	11,978
Bojangles owned by Board and Council Member Lindsey Collumbell providing excellence event judging panel support	4,673	4,300
Europa Energy owned by Board (2018 only) and Council Member Ella Minty providing Chartered Assessment	1,400	–
Emma Leech Board Member (from 22 September 2017) providing Chartered Assessment	408	–
Institute of Chartered Accountants in England and Wales share in the profits of co-branded training workshops, a business for which Board & Council Member Simon Thompson is employed	6,146	–
	<u>38,108</u>	<u>25,042</u>

**11 Charitable donations**

The North East regional group donated £200 (2016: Nil) to i provision.