

**THE INSTITUTE OF TRADEMARK ATTORNEYS
STATEMENT OF DIRECTORS' RESPONSIBILITIES**

The directors are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the Institute and of the surplus or deficit of the Institute for that period. 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Institute will continue in business.

The directors are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Institute 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 Institute and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The directors are responsible for the maintenance and integrity of the corporate and financial information included on the company website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The directors confirm that so far as they are aware, there is no relevant audit information (as defined by Section 234ZA of the Companies Act 1985) of which the Institute's auditors are unaware. They have taken all the steps that they ought to have taken as directors in order to make themselves aware of any relevant audit information and to establish that the Institute's auditors are aware of that information.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE INSTITUTE OF TRADE MARK ATTORNEYS

We have audited the financial statements of The Institute of Trade Mark Attorneys for the year ended 31 December 2008 which comprise the Income and Expenditure Account, the Balance Sheet and the related notes numbered 1 to 16. These financial statements have been prepared in accordance with the accounting policies set out therein, and the requirements of the Financial Reporting Standard for Smaller Entities (effective January 2007).

This report is made solely to the Institute'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 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 and the Institute's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditors

The directors' responsibilities for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Directors' Responsibilities.

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 and are properly prepared in accordance with the Companies Act 1985. We also report to you whether in our opinion the information given in the Directors' Report is consistent with the financial statements.

In addition we report to you if, in our opinion, the Institute has not kept proper accounting records, if we have not received all of the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and other transactions is not disclosed.

We read the Directors' 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 an 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 Institute'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.

**INDEPENDENT AUDITORS' REPORT
TO THE MEMBERS OF THE INSTITUTE OF TRADE MARK ATTORNEYS**

We have undertaken the audit in accordance with the requirements of APB Ethical Standards including APB Ethical Standard - Provisions Available for Smaller Entities, in the circumstances set out in note 16 to 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 applicable to Smaller Entities, of the state of the Institute's affairs as at 31 December 2008 and of its deficit for the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Directors' Report is consistent with the financial statements.

Sawin & Edwards

Chartered Accountants & Registered Auditors
15 Southampton Place
London WC1A 2AJ

17 February 2009

**THE INSTITUTE OF TRADEMARK ATTORNEYS
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2008**

	Notes	2008 £	2007 £
INCOME	2	968,887	925,903
Cost of sales		(364,155)	(340,863)
Gross surplus		<u>604,732</u>	<u>585,040</u>
Administrative expenses		(738,519)	(551,847)
Interest receivable	3	53,967	60,237
(DEFICIT)/SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION	4	<u>(79,820)</u>	<u>93,430</u>
Tax on results on ordinary activities	5	9,641	(13,044)
(DEFICIT)/SURPLUS FOR YEAR	11	<u><u>(70,179)</u></u>	<u><u>80,386</u></u>

**THE INSTITUTE OF TRADEMARK ATTORNEYS
BALANCE SHEET
AS AT 31 DECEMBER 2008**

	Notes	2008 £	2007 £
FIXED ASSETS			
Intangible assets	6	46,451	45,812
Tangible assets	7	2,914	3,757
		<u>49,365</u>	<u>49,569</u>
CURRENT ASSETS			
Debtors	8	165,532	146,050
Cash at bank and in hand		1,068,785	1,077,446
		<u>1,234,317</u>	<u>1,223,496</u>
CREDITORS: amounts falling due within one year	9	(250,367)	(169,571)
NET CURRENT ASSETS		<u>983,950</u>	<u>1,053,925</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>1,033,315</u>	<u>1,103,494</u>
PROVISIONS FOR LIABILITIES AND CHARGES	10	(8,000)	(8,000)
		<u>1,025,315</u>	<u>1,095,494</u>
CAPITAL AND RESERVES			
Income and expenditure account	11	<u>1,025,315</u>	<u>1,095,494</u>

The accounts have been prepared in accordance with the special provisions relating to small companies within Part VII of the Companies Act 1985 and with the Financial Reporting Standard for Smaller Entities (effective January 2007).

Mrs G M Deas

Mr C McLeod

Members of the Council

Approved by the Council on 17 February 2009

**THE INSTITUTE OF TRADEMARK ATTORNEYS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

3 INTEREST RECEIVABLE	2008	2007
	£	£
On bank deposits	53,945	60,228
Other interest	22	9
	<u>53,967</u>	<u>60,237</u>
4 (DEFICIT)/SURPLUS ON ORDINARY ACTIVITIES BEFORE TAXATION	2008	2007
	£	£
(Deficit)/surplus before taxation is stated after charging the following:		
Depreciation of owned fixed assets	2,870	3,818
Amortisation of intangible fixed assets	3,932	-
Pension costs - defined contribution	21,834	19,930
Operating lease rentals on land and buildings	30,600	29,295
Operating lease rentals on equipment	8,918	10,481
Auditors' remuneration	<u>7,000</u>	<u>7,000</u>
5 TAX ON RESULTS ON ORDINARY ACTIVITIES	2008	2007
	£	£
UK corporation tax	<u>(9,641)</u>	<u>13,044</u>
6 INTANGIBLE FIXED ASSETS		Website
		£
Cost		
At 1 January 2008		45,812
Additions		4,571
At 31 December 2008		<u>50,383</u>
Amortisation		
At 1 January 2008		-
Charge for the year		3,932
At 31 December 2008		<u>3,932</u>
Net book value		
At 31 December 2008		<u>46,451</u>
At 31 December 2007		<u>45,812</u>

**THE INSTITUTE OF TRADEMARK ATTORNEYS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

7 TANGIBLE FIXED ASSETS	Office equipment £	
Cost		
At 1 January 2008		57,478
Additions		2,027
Disposals		(936)
At 31 December 2008		<u>58,569</u>
Depreciation		
At 1 January 2008		53,721
Charge for the year		2,870
Disposals		(936)
At 31 December 2008		<u>55,655</u>
Net book value		
At 31 December 2008		<u>2,914</u>
At 31 December 2007		<u>3,757</u>
8 DEBTORS	2008	2007
	£	£
Amounts owed by Joint Examination Board (see note 15)	83,913	75,383
Prepayments and accrued income	58,412	64,060
Other debtors	13,566	6,607
Corporation tax recoverable	9,641	-
	<u>165,532</u>	<u>146,050</u>
9 CREDITORS: amounts falling due within one year	2008	2007
	£	£
Trade creditors	2,876	4,885
Corporation tax	-	13,044
Other taxes and social security costs	9,677	8,648
Accruals and deferred income	109,999	86,101
Subscriptions received in advance	106,112	37,498
Overpayments for events - amounts to be refunded	16,792	11,333
Amounts held as security for costs on behalf of members	900	900
CIPA (Aston Course)	4,011	7,162
	<u>250,367</u>	<u>169,571</u>
10 PROVISIONS FOR LIABILITIES AND CHARGES	2008	2007
	£	£
Provision for dilapidations and refurbishment of assets	<u>8,000</u>	<u>8,000</u>

**THE INSTITUTE OF TRADEMARK ATTORNEYS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

11 INCOME AND EXPENDITURE ACCOUNT	2008	2007
	£	£
Balance brought forward	1,095,494	1,015,108
(Deficit)/surplus for the year	(70,179)	80,386
Balance carried forward	<u>1,025,315</u>	<u>1,095,494</u>
12 LEASING COMMITMENTS	2008	2007
	£	£
At the year end the Institute had annual commitments under non-cancellable operating leases as set out below:		
Operating leases which expire: within two to five years	40,504	40,504
	<u>40,504</u>	<u>40,504</u>

13 OTHER COMMITMENTS

In November 2008 the Institute signed a three year contract with Peninsula Business Services Limited for the provision of employment and personnel services. The charge per annum under this contract is £2,496. In November 2005 the Institute signed a 5 year contract with Peninsula Business Services Limited for the provision of health and safety services. The charge per annum under this contract is £1,140.

14 LIMITED LIABILITY AND CONTROL

The Institute is a company limited by guarantee, the liability of the members being limited to £1 each. There is therefore no share capital and no ultimate controlling party.

15 JOINT EXAMINATION BOARD

The Institute administered a joint examination board with CIPA until May 2004, at which time the administration was transferred over to Queen Mary College. The surplus or deficit is shared 50:50 with CIPA. The results for the year ended 31 December 2008 have not been included in these accounts, as the financial statements of the Board had not been prepared at the date of approval of these financial statements. The directors consider the amount not to be material.

16 PROVISION OF NON AUDIT SERVICES

In common with many other business of our size and nature we use our auditors to prepare and submit returns to the tax authorities, provide tax advice, prepare payroll and to assist with the preparation of management accounts and the financial statements.

**THE INSTITUTE OF TRADEMARK ATTORNEYS
DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2008**

(for the information of the directors only)

	2008	2007
	£	£
INCOME		
Subscriptions	464,699	433,651
Registration fees	117,690	65,925
Credit notes issued	(46,512)	(29,333)
Overpaid subscriptions written off	-	9,156
Function receipts	243,959	255,973
Income from Educational courses	89,257	109,692
Royalties and other income	68,331	34,986
Website and advertising	22,933	21,162
Surplus on JEB (previous year)	8,530	24,691
	<u>968,887</u>	<u>925,903</u>
COST OF SALES		
Events	255,648	245,968
Education	108,507	94,895
	<u>364,155</u>	<u>340,863</u>
	<u>604,732</u>	<u>585,040</u>
GROSS SURPLUS		
Administrative expenses (includes the cost of running the Register)		
Secretariat services	286,401	241,822
Rent and rates	45,606	45,022
Insurance	6,722	6,770
Printing and stationery	39,259	41,023
Postage, telephone and fax	34,665	32,873
Meeting room hire	7,440	4,292
General expenses (includes cleaning, repairs, travel and electricity)	21,771	18,166
Audit, accountancy, quarterly accounts and VAT returns	29,972	28,470
Legal and professional fees	106,692	33,184
Bank charges	4,904	934
Public relations expenses	76,767	39,438
Computer consultancy and internet costs	24,131	10,904
Depreciation and loss on disposals	2,870	3,818
Amortisation of intangible assets	3,932	-
Operating lease rentals	8,918	10,481
Continuing Professional Development	9,933	16,650
Recruitment and training expenses	12,255	7,972
Irrecoverable VAT	16,281	10,028
	<u>738,519</u>	<u>551,847</u>
INCOME LESS EXPENSES	(133,787)	33,193
Bank deposit and other interest	53,967	60,237
(DEFICIT)/SURPLUS FOR THE YEAR BEFORE TAXATION	<u>(79,820)</u>	<u>93,430</u>