

**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 confirm that so far as they are aware, there is no relevant audit (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 2007 which comprise the Income and Expenditure Account, the Balance Sheet and the related notes numbered 1 to 17. 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 17 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 2007 and of its surplus 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

19 February 2008

**THE INSTITUTE OF TRADEMARK ATTORNEYS
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2007**

	Notes	2007 £	2006 £
INCOME	2	925,903	908,203
Cost of sales		(340,863)	(383,706)
Gross surplus		<u>585,040</u>	<u>524,497</u>
Administrative expenses		(551,847)	(574,340)
Interest receivable	3	60,237	44,776
SURPLUS/(DEFICIT) ON ORDINARY ACTIVITIES BEFORE TAXATION	4	<u>93,430</u>	<u>(5,067)</u>
Tax on results on ordinary activities	5	(13,044)	(1,041)
SURPLUS/(DEFICIT) FOR YEAR	11	<u><u>80,386</u></u>	<u><u>(6,108)</u></u>

**THE INSTITUTE OF TRADEMARK ATTORNEYS
BALANCE SHEET
AS AT 31 DECEMBER 2007**

	Notes	2007 £	2006 £
FIXED ASSETS			
Intangible assets	6	45,812	-
Tangible assets	7	3,757	5,759
		<u>49,569</u>	<u>5,759</u>
CURRENT ASSETS			
Debtors	8	146,050	101,124
Cash at bank and in hand		1,077,446	1,170,488
		<u>1,223,496</u>	<u>1,271,612</u>
CREDITORS: amounts falling due within one year	9	(169,571)	(254,263)
NET CURRENT ASSETS		<u>1,053,925</u>	<u>1,017,349</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>1,103,494</u>	<u>1,023,108</u>
PROVISIONS FOR LIABILITIES AND CHARGES	10	(8,000)	(8,000)
		<u>1,095,494</u>	<u>1,015,108</u>
CAPITAL AND RESERVES			
Income and expenditure account	11	<u>1,095,494</u>	<u>1,015,108</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).

Mr P W Harris

Dr C A Wolfe

Members of the Council
Approved by the Council on 19 February 2008

**THE INSTITUTE OF TRADEMARK ATTORNEYS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2007**

3 INTEREST RECEIVABLE	2007	2006
	£	£
On bank deposits	60,228	44,774
Other interest	9	2
	<u>60,237</u>	<u>44,776</u>
4 SURPLUS/(DEFICIT) ON ORDINARY ACTIVITIES BEFORE TAXATION	2007	2006
	£	£
Surplus/(deficit) before taxation is stated after charging the following:		
Depreciation of owned fixed assets	3,818	4,183
Pension costs - defined contribution	19,930	12,974
Operating lease rentals on land and buildings	29,295	23,217
Operating lease rentals on equipment	10,481	9,432
Auditors' remuneration	<u>7,000</u>	<u>7,000</u>
5 TAX ON RESULTS ON ORDINARY ACTIVITIES	2007	2006
	£	£
UK corporation tax	<u>13,044</u>	<u>1,041</u>
6 INTANGIBLE FIXED ASSETS		Website
		£
Cost		
At 1 January 2007		-
Additions		45,812
At 31 December 2007		<u>45,812</u>
Amortisation		
At 1 January 2007		-
Charge for the year		-
At 31 December 2007		<u>-</u>
Net book value		
At 31 December 2007		<u>45,812</u>
At 31 December 2006		<u>-</u>

**THE INSTITUTE OF TRADEMARK ATTORNEYS
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2007**

7 TANGIBLE FIXED ASSETS	Office equipment £	
Cost		
At 1 January 2007		56,612
Additions		1,816
Disposals		(950)
At 31 December 2007		<u>57,478</u>
Depreciation		
At 1 January 2007		50,853
Charge for the year		3,818
Disposals		(950)
At 31 December 2007		<u>53,721</u>
Net book value		
At 31 December 2007		<u>3,757</u>
At 31 December 2006		<u>5,759</u>
 8 DEBTORS	2007	2006
	£	£
Amounts owed by Joint Examination Board (see note 16)	75,383	55,383
Prepayments and accrued income	64,060	40,244
Other debtors	6,607	5,497
	<u>146,050</u>	<u>101,124</u>
 9 CREDITORS: amounts falling due within one year	2007	2006
	£	£
Trade creditors	4,885	23,574
Corporation tax	13,044	1,041
Other taxes and social security costs	8,648	5,749
Accruals and deferred income	86,101	93,972
Subscriptions received in advance	37,498	103,543
Overpayments for events - amounts to be refunded	11,333	19,626
Amounts held as security for costs on behalf of members	900	900
CIPA (Warwick Course)	7,162	5,858
	<u>169,571</u>	<u>254,263</u>
 10 PROVISIONS FOR LIABILITIES AND CHARGES	2007	2006
	£	£
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 2007**

11 INCOME AND EXPENDITURE ACCOUNT	2007	2006
	£	£
Balance brought forward	1,015,108	1,021,216
Surplus/(deficit) for the year	80,386	(6,108)
Balance carried forward	<u>1,095,494</u>	<u>1,015,108</u>

12 LEASING COMMITMENTS	2007	2006
	£	£
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	9,904
in over five years	-	23,218
	<u>40,504</u>	<u>33,122</u>

13 OTHER COMMITMENTS

In November 2005 the company 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 CAPITAL COMMITMENTS

At the balance sheet date, the company had capital commitments of £Nil (2006: £21,000)

15 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.

16 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 2007 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.

17 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 2007**

(for the information of the directors only)

	2007	2006
	£	£
INCOME		
Subscriptions	433,651	393,665
Registration fees	65,925	66,651
Credit notes issued	(29,333)	(26,115)
Overpaid subscriptions written off	9,156	-
Function receipts	255,973	259,186
Income from Educational courses	109,692	138,573
Royalties and other income (including student tape fees)	34,986	26,827
Website and advertising	21,162	20,930
Surplus on JEB (previous year)	24,691	28,486
	<u>925,903</u>	<u>908,203</u>
COST OF SALES		
Events	245,968	258,154
Education	94,895	125,552
	<u>340,863</u>	<u>383,706</u>
TOTAL COST OF SALES		
	<u>340,863</u>	<u>383,706</u>
GROSS SURPLUS		
	<u>585,040</u>	<u>524,497</u>
Administrative expenses (includes the cost of running the Register)		
Secretariat services	241,822	223,903
Rent and rates	45,022	41,873
Insurance	6,770	6,396
Printing and stationery	41,023	46,417
Postage, telephone and fax	32,873	29,612
Meeting room hire	4,292	3,621
General expenses (includes cleaning, repairs, travel and electricity)	18,166	17,851
Audit, accountancy, quarterly accounts and VAT returns	28,470	26,669
Legal and professional fees	33,184	23,855
Bank charges	934	414
Public relations expenses	39,438	102,779
Computer consultancy and internet costs	10,904	10,794
Depreciation and loss on disposals	3,818	4,183
Operating lease rentals	10,481	9,432
Continuing Professional Development	16,650	19,499
Recruitment and training expenses	7,972	-
Irrecoverable VAT	10,028	7,042
	<u>551,847</u>	<u>574,340</u>
INCOME LESS EXPENSES	33,193	(49,843)
Bank deposit and other interest	60,237	44,776
SURPLUS/(DEFICIT) FOR THE YEAR BEFORE TAXATION	<u>93,430</u>	<u>(5,067)</u>