

Registered number: RC000889

THE CHARTERED INSTITUTE OF TRADE MARK ATTORNEYS

FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 31 DECEMBER 2017

THE CHARTERED INSTITUTE OF TRADE MARK ATTORNEYS

COMPANY INFORMATION

Members of Council

A Melling
A Wood
C J Mcleod
C Jackman
C A Wolfe
I O Wiseman
K R Havelock
K R O'Rourke
K Clarke
M A Lynd
M Bearfoot
M A Ramage
N H Payne
O Benito
P Harris
R M Hiddleston
R J Goddard
R Wilkinson-Duffy
S J Miles (resigned 29 March 2017)
S Kapur (appointed 20 June 2017)
T M Clark

Registered number

RC000889

Registered office

5th Floor
Outer Temple
222-225 Strand
London
WC2R 1BA

THE CHARTERED INSTITUTE OF TRADE MARK ATTORNEYS

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THE CHARTERED INSTITUTE OF TRADE MARK ATTORNEYS

MEMBERS' REPORT FOR THE PERIOD ENDED 31 DECEMBER 2017

The members present their report and the financial statements for the period ended 31 December 2017.

Members

The members who served during the period were:

A Melling
A Wood
C J Mcleod
C Jackman
C A Wolfe
I O Wiseman
K R Havelock
K R O'Rourke
K Clarke
M A Lynd
M Bearfoot
M A Ramage
N H Payne
O Benito
P Harris
R M Hiddleston
R J Goddard
R Wilkinson-Duffy
S J Miles (resigned 29 March 2017)
S Kapur (appointed 20 June 2017)
T M Clark

Disclosure of information to auditors

Each of the persons who are members at the time when this Members' report is approved has confirmed that:

- so far as the member is aware, there is no relevant audit information of which the Company's auditors are unaware, and
- the member has taken all the steps that ought to have been taken as a member in order to be aware of any relevant audit information and to establish that the Company's auditors are aware of that information.

Auditors

The auditors, PKF Littlejohn LLP, will be proposed for reappointment in accordance with section 485 of the Companies Act 2006.

Small Companies Note

In preparing this report, the members have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the board on 27 February 2018 and signed on its behalf.

K O'Rourke
President and Council member

THE CHARTERED INSTITUTE OF TRADE MARK ATTORNEYS

MEMBERS' RESPONSIBILITIES STATEMENT FOR THE PERIOD ENDED 31 DECEMBER 2017

The members (who are also the Directors for the purpose of Company Law) are responsible for preparing the Members' report and the financial statements in accordance with applicable law and regulations.

Company law requires the members to prepare financial statements for each financial year. Under that law the members have elected to prepare the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'. Under company law the members must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Company and of the profit or loss of the Company for that period. In preparing these financial statements, the members are required to:

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

The members are responsible for keeping adequate accounting records that are sufficient to show and explain the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The members are responsible for the maintenance and integrity of the corporate and financial information included on the Company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements and other information included in Members' reports may differ from legislation in other jurisdictions.

THE CHARTERED INSTITUTE OF TRADE MARK ATTORNEYS

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

Opinion

We have audited the financial statements of The Chartered Institute of Trade Mark Attorneys for the period ended 31 December 2017, which comprise the Statement of Comprehensive Income, the Balance Sheet and 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 the 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).

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. 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.

In our opinion, the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 December 2017 and of its profit for the period then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

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 company 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 members' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the members have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company'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 annual report, other than the financial statements and our auditor's report thereon. The members 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 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.

THE CHARTERED INSTITUTE OF TRADE MARK ATTORNEYS

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE CHARTERED INSTITUTE OF TRADE MARK ATTORNEYS (CONTINUED)

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the members' report for the financial period for which the financial statements are prepared is consistent with the financial statements; and
- the members' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the members' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of members' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the members were not entitled to take advantage of the small companies' exemption in preparing the members' report and from the requirement to prepare a strategic report.

Responsibilities of members

As explained more fully in the members' responsibilities statement, the members 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 members 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 members are responsible for assessing the company'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 members either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

THE CHARTERED INSTITUTE OF TRADE MARK ATTORNEYS

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE CHARTERED INSTITUTE OF TRADE MARK ATTORNEYS (CONTINUED)

Auditor's responsibilities for the audit of the financial statements

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.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Eric Hindson (Senior statutory auditor)

For and on behalf of
PKF Littlejohn LLP

1 Westferry Circus
Canary Wharf
London
E14 4HD

27 February 2018

THE CHARTERED INSTITUTE OF TRADE MARK ATTORNEYS

STATEMENT OF COMPREHENSIVE INCOME
FOR THE PERIOD ENDED 31 DECEMBER 2017

	Note	2017 £	<i>ProForma</i> 2016 £
Turnover		1,021,701	1,009,533
Cost of sales		(245,369)	(239,715)
Gross profit		776,332	769,818
Administrative expenses		(868,131)	(741,079)
Exceptional items	6	822,840	(73,147)
Other operating charges		(7,135)	-
Operating profit/(loss)		723,906	(44,408)
Interest receivable and similar income	7	3,785	3,566
Profit/(loss) before tax		727,691	(40,842)
Profit/(loss) for the financial period		727,691	(40,842)
Transfer of ITMA to CITMA		-	(822,840)
As reported in 2016 Financial Statements		-	(863,682)

There were no recognised gains and losses for 2017 or 2016 other than those included in the statement of comprehensive income.

There was no other comprehensive income for 2017 (2016: £NIL).

The notes on pages 8 to 18 form part of these financial statements.

**THE CHARTERED INSTITUTE OF TRADE MARK ATTORNEYS
REGISTERED NUMBER: RC000889**

**BALANCE SHEET
AS AT 31 DECEMBER 2017**

	Note	2017 £	<i>ProForma</i> 2016 £
Fixed assets			
Tangible assets	9	10,084	15,564
Intangible assets	10	6,968	17,514
		17,052	33,078
Current assets			
Debtors: amounts falling due within one year	11	192,238	131,440
Cash at bank and in hand	12	947,795	966,689
		1,140,033	1,098,129
Creditors: amounts falling due within one year	13	(421,871)	(300,843)
Net current assets		718,162	797,286
Total assets less current liabilities		735,214	830,364
Provisions for liabilities			
Other provisions	15	(7,523)	(7,524)
		(7,523)	(7,524)
Net assets		727,691	822,840
Capital and reserves			
Reserves at 31/12/2016		-	822,840
Transfer from ITMA		822,840	(822,840)
Profit and loss account (excluding transfer)		(95,149)	-
Reserves carried forward		727,691	-

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with the provisions of FRS 102 Section 1A - small entities.

The financial statements have been delivered in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved and authorised for issue by the board and were signed on its behalf on 27 February 2018.

K O'Rourke
Council Member

T Clark
Council Member

The notes on pages 8 to 18 form part of these financial statements.

THE CHARTERED INSTITUTE OF TRADE MARK ATTORNEYS

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 DECEMBER 2017

1. General information

The Chartered Institute of Trade Mark Attorneys ('the Company') is a Company incorporated by Royal Charter and is incorporated and domiciled in England. The address of its registered office is 5th Floor, Outer Temple, 222-225 Strand, London WC2R 1BA.

The financial statements are presented in sterling which is the functional currency of the company.

2. Accounting policies

2.1 Basis of preparation of financial statements

The Company was incorporated by Royal Charter on 17 November 2016. The financial statements cover the period from incorporation to 31 December 2017.

On 1 January 2017, all the assets and liabilities were transferred to the Company from The Institute of Trade Mark Attorneys. As there were no major changes to the business and operations of the Company, it is deemed appropriate to present the comparative in the Company accounts based on the 31 December 2016 financial statements of The Institute of Trade Mark Attorneys. The 2016 comparatives are designated 'ProForma' as they did not technically arise in the Company.

The transferred assets and liabilities from The Institute of Trade Mark Attorneys to the Company on 1 January 2017 was accounted for as adjusting post balance sheet event in The Institute of Trade Mark Attorneys accounts at 31 December 2016. This post balance sheet event has been excluded from the 2016 comparatives, reducing the reported loss by £822,840 (the value of the transfer).

The financial statements have been prepared under the historical cost convention and in accordance with Section 1A of Financial Reporting Standard 102, the Financial Reporting Standard applicable in the UK and the Republic of Ireland and the Companies Act 2006.

The following principal accounting policies have been applied:

2.2 Going concern

Following the sealing of a Royal Charter by Her Majesty the Queen on 17 November 2016, the new company, The Chartered Institute of Trade Mark Attorneys was formed. On the 1 January 2017 the assets, liabilities and business of The Institute of Trade Mark Attorneys were transferred by legal agreement to The Chartered Institute of Trade Mark Attorneys who will continue the operations.

It is the intention of the Members that the company will continue for the foreseeable future to satisfy its legal obligations.

2.3 Revenue

Revenue is recognised to the extent that it is probable that the economic benefits will flow to the Company and the revenue can be reliably measured. Revenue is measured as the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes.

Subscription income represents membership fees receivable. Subscriptions invoiced are recognised as income over the period to which they relate and any fees received in advance are deferred as appropriate.

Educational income relates to fees received in respect of courses provided by the Company. Income is recognised in relation to the period of the educational course being provided and any fees received in advance are deferred as necessary.

Turnover also includes revenue from events held throughout the period, rental income and royalties received.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 DECEMBER 2017**

2. Accounting policies (continued)

2.8 Financial instruments (continued)

2.4 Tangible fixed assets

Tangible fixed assets under the cost model are stated at historical cost less accumulated depreciation and any accumulated impairment losses. Historical cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

Depreciation is charged so as to allocate the cost of assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

S/Term Leasehold Property	- Over the remaining life of the lease
Office equipment	- 3 years straight line

The assets' residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, or if there is an indication of a significant change since the last reporting date.

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the Statement of comprehensive income.

2.5 Intangible fixed assets

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

Intangible assets, being website costs, are stated at cost less amortisation. Intangible fixed assets are amortised on a straight line basis over their estimated useful economic life of 3 years.

2.6 Debtors

Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

2.7 Cash and cash equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

2.8 Financial instruments

The Company only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other debtors and creditors, loans from banks and other third parties, loans to related parties and investments in non-puttable ordinary shares.

Debt instruments (other than those wholly repayable or receivable within one year), including loans and other accounts receivable and payable, are initially measured at present value of the future cash flows and subsequently at amortised cost using the effective interest method. Debt instruments that are payable or receivable within one year, typically trade debtors and creditors, are measured, initially and subsequently, at the undiscounted amount of the cash or other consideration

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 DECEMBER 2017**

2. Accounting policies (continued)

2.8 Financial instruments (continued)

expected to be paid or received. However, if the arrangements of a short-term instrument constitute a financing transaction, like the payment of a trade debt deferred beyond normal business terms or financed at a rate of interest that is not a market rate or in case of an out-right short-term loan not at market rate, the financial asset or liability is measured, initially, at the present value of the future cash flow discounted at a market rate of interest for a similar debt instrument and subsequently at amortised cost.

Financial assets that are measured at cost and amortised cost are assessed at the end of each reporting period for objective evidence of impairment. If objective evidence of impairment is found, an impairment loss is recognised in the Statement of comprehensive income.

2.9 Creditors

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

2.10 Operating leases: the Company as lessee

Rentals paid under operating leases are charged to the Statement of comprehensive income on a straight line basis over the lease term.

2.11 Pensions

Defined contribution pension plan

The Company operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the Company pays fixed contributions into a separate entity. Once the contributions have been paid the Company has no further payment obligations.

The contributions are recognised as an expense in the Statement of comprehensive income when they fall due. Amounts not paid are shown in accruals as a liability in the Balance sheet. The assets of the plan are held separately from the Company in independently administered funds.

2.12 Interest income

Interest income is recognised in the Statement of comprehensive income using the effective interest method.

2.13 Provisions for liabilities

Provisions are made where an event has taken place that gives the Company a legal or constructive obligation that probably requires settlement by a transfer of economic benefit, and a reliable estimate can be made of the amount of the obligation.

Provisions are charged as an expense to the Statement of Comprehensive Income in the period that the Company becomes aware of the obligation, and are measured at the best estimate at the Balance Sheet date of the expenditure required to settle the obligation, taking into account relevant risks and uncertainties.

When payments are eventually made, they are charged to the provision carried in the Balance Sheet.

THE CHARTERED INSTITUTE OF TRADE MARK ATTORNEYS

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 DECEMBER 2017

2. Accounting policies (continued)

2.14 Exceptional items

Exceptional items are transactions that fall within the ordinary activities of the Company but are presented separately due to their size or incidence. See note 6 for further explanation.

3. Auditors' remuneration

	2017 £	<i>ProForma</i> 2016 £
Fees payable to the Company's auditor and its associates for the audit of the Company's annual financial statements	<u>11,200</u>	<u>10,870</u>
Fees payable to the Company's auditor and its associates in respect of:		
All other services	15,546	16,114
	<u>15,546</u>	<u>16,114</u>

4. Employees

Staff costs were as follows:

	2017 £	<i>ProForma</i> 2016 £
Wages and salaries	333,271	314,371
Social security costs	38,214	32,486
Cost of defined contribution scheme	22,397	21,932
	<u>393,882</u>	<u>368,789</u>

The average monthly number of employees, during the period was 7 (2016 - 7)

5. Member's remuneration

None of the members received any remuneration for their services to the Company.

THE CHARTERED INSTITUTE OF TRADE MARK ATTORNEYS

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 DECEMBER 2017

6. Exceptional items

	2017 £	<i>ProForma</i> 2016 £
Transfer from ITMA	822,840	-
Costs of obtaining the Royal Charter	-	(73,147)
Costs arising on the transfer to CITMA	-	(822,840)
	<u>822,840</u>	<u>(895,987)</u>

The transfer from ITMA relates to the agreement under which the assets, liabilities and operations of ITMA was transferred into CITMA without consideration on 1 January 2017. The exceptional income represents the value of net assets transferred.

The cost arising on the transfer to CITMA related to the transfer agreement under which the assets, liabilities and operations of The Institute of Trade Mark Attorneys were transferred to The Chartered Institute of Trade Mark Attorneys without financial consideration. The exceptional cost represents the value of the net assets transferred and this was provided for as at 31 December 2016 as the agreement was signed before the year end.

Costs of obtaining the Royal Charter include legal fees as well as printing, promotional and marketing costs in connection with the launch of The Chartered Institute of Trade Mark Attorneys.

7. Interest receivable

	2017 £	<i>ProForma</i> 2016 £
Other interest receivable	3,785	3,566
	<u>3,785</u>	<u>3,566</u>

8. Taxation

	2017 £	<i>ProForma</i> 2016 £
Total current tax	<u>-</u>	<u>-</u>
Deferred tax		
Total deferred tax	<u>-</u>	<u>-</u>
Taxation on profit on ordinary activities	<u>-</u>	<u>-</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 DECEMBER 2017

8. Taxation (continued)

Factors affecting tax charge for the period

The tax assessed for the period is lower than (2016 – lower than) the standard rate of corporation tax in the UK of 19.25% (2016 - 20%). The differences are explained below:

	2017 £	ProForma 2016 £
Profit/(loss) on ordinary activities before tax	<u>727,691</u>	<u>(863,682)</u>
Profit/(loss) on ordinary activities multiplied by standard rate of corporation tax in the UK of 19.25% (2016 - 20%)	140,056	(172,736)
Effects of:		
Income not taxable	(158,369)	-
Expenses not deductible for tax purposes	3,080	170,409
Deferred tax not recognised	15,233	2,327
Total tax charge for the period	<u>-</u>	<u>-</u>

Factors that may affect future tax charges

There were no factors that may affect future tax charges.

THE CHARTERED INSTITUTE OF TRADE MARK ATTORNEYS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 DECEMBER 2017

9. Tangible fixed assets

	S/Term Leasehold Property £	Office equipment £	Total £
Cost or valuation			
At 17 November 2016	-	-	-
Additions	10,441	6,131	16,572
At 31 December 2017	<u>10,441</u>	<u>6,131</u>	<u>16,572</u>
Depreciation			
At 17 November 2016	-	-	-
Charge for the period	2,449	4,039	6,488
At 31 December 2017	<u>2,449</u>	<u>4,039</u>	<u>6,488</u>
Net book value			
At 31 December 2017	<u><u>7,992</u></u>	<u><u>2,092</u></u>	<u><u>10,084</u></u>
At 17 November 2016	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

The net book value of land and buildings may be further analysed as follows:

	2017 £	ProForma 2016 £
Short leasehold	7,992	10,441
	<u><u>7,992</u></u>	<u><u>10,441</u></u>

THE CHARTERED INSTITUTE OF TRADE MARK ATTORNEYS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 DECEMBER 2017

10. Intangible assets

	Development £
Cost	
At 17 November 2016	-
Additions	20,423
At 31 December 2017	<u>20,423</u>
Amortisation	
At 17 November 2016	-
Charge for the period	13,455
At 31 December 2017	<u>13,455</u>
Net book value	
At 31 December 2017	<u><u>6,968</u></u>
At 17 November 2016	<u><u>-</u></u>

11. Debtors

	2017 £	ProForma 2016 £
Trade debtors	11,334	10,302
Other debtors	24,672	26,482
Prepayments and accrued income	156,232	94,656
	<u><u>192,238</u></u>	<u><u>131,440</u></u>

THE CHARTERED INSTITUTE OF TRADE MARK ATTORNEYS

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 DECEMBER 2017

12. Cash and cash equivalents

	2017 £	<i>ProForma</i> 2016 £
Cash at bank and in hand	947,795	966,689
	<u>947,795</u>	<u>966,689</u>

13. Creditors: Amounts falling due within one year

	2017 £	<i>ProForma</i> 2016 £
Trade creditors	118,925	24,147
Other taxation and social security	10,525	10,623
Other creditors	-	294
Accruals and deferred income	292,421	265,779
	<u>421,871</u>	<u>300,843</u>

14. Financial instruments

	2017 £	<i>ProForma</i> 2016 £
Financial assets		
Financial assets measured at amortised cost	36,006	36,784
	<u>36,006</u>	<u>36,784</u>
Financial liabilities		
Financial liabilities measured at amortised cost	118,925	24,441
	<u>118,925</u>	<u>24,441</u>

Financial assets measured at amortised cost comprise trade debtors and other debtors.

Financial liabilities measured at amortised cost comprise trade creditors and other creditors.

THE CHARTERED INSTITUTE OF TRADE MARK ATTORNEYS

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 DECEMBER 2017

15 Provisions

	Other provisions £
At 17 November 2016	-
Provision acquired on transfer of assets	7,253
At 31 December 2017	<u>7,523</u>

Dilapidation provision

The Company has included a dilapidation provision within its accounts for the estimated amount that will be required to restore the leased premises to the original condition in which they were provided. The valuation was carried out by an independent third party in 2013 and is based on estimated cost at the end of the lease adjusted for inflation and discounted back to the net present value. The council members do not consider there is a material difference between the previous valuation and the amount included in the financial statements.

16. Company status

The Company is incorporated under Royal Charter and consequently does not have share capital.

17. Pension commitments

The Company makes defined contributions to the personal pension schemes of its employees. The scheme assets are held separately from those of the Company in an independently administered fund. Contributions amounting to £22,397 (2016 - £21,932) were made during the period.

18. Commitments under operating leases

At 31 December 2017 the Company had future minimum lease payments under non-cancellable operating leases as follows:

	2017 £	<i>ProForma</i> 2016 £
Not later than 1 year	50,000	50,000
Later than 1 year and not later than 5 years	100,000	150,000
	<u>150,000</u>	<u>200,000</u>

THE CHARTERED INSTITUTE OF TRADE MARK ATTORNEYS

19. Related party transactions

During the period, the company paid £15,109 (2016: £13,319) to various Council members relating to the reimbursement of travel expenses.

During the period, the company made 13 (2016: 11) payments totalling £800 (2016: £990) to Keven Bader, the Chief executive of the Company, in relation to travel and telephone expenses.

During the period, the company paid £36 (2016 - £906) in costs relating to the administration costs of the Chartered Institute of Trade Mark Attorneys Benevolent Fund.

During the period, the Company paid £Nil (2016 - £Nil) as a donation to the Chartered Institute of Trade Mark Attorneys Benevolent Fund. A further amount of £936 (2016 - £879) was collected during a quiz night, and was also donated to the Chartered Institute of Trade Mark Attorneys Benevolent Fund.

During the period, the Company paid £1,744 (2016: £2,086) to Edwin Co. LLP in relation to trade mark fees. M.A. Ramage is a partner of Edwin Co. LLP.

20. The Intellectual Property Regulation Board Limited

On the 11 January 2018, The Institute of Trade Mark Attorneys, CIPA IPReg Limited and The Chartered Institute of Trade Mark Attorneys signed a deed of Novation transferring the rights and obligations of The Institute of Trade Mark Attorneys under Schedule 4 Part 1 of the Legal Services Act 2007 to The Chartered Institute of Trade Mark Attorneys. When parliamentary time allows, it is the intention that The Chartered Institute of Trade Mark Attorneys will formally replace The Institute of Trade Mark Attorneys under an amendment to the Legal Services Act 2007.