

THE INSTITUTE OF AMATEUR CINEMATOGRAPHERS
(A company limited by guarantee)

Report and Financial Statements

Year ended 30th April 2014

Charity number: 260467

Company number: 269085

The Institute of Amateur Cinematographers
Limited by Guarantee

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REPORT OF THE COUNCIL FOR THE YEAR ENDED 30th APRIL 2014

The Council is pleased to present the annual report and financial statements of the Charity for the year ending 30th April 2014. The Council has adopted the provisions of the Statement of Recommended Practice: "Accounting and Reporting by Charities" (revised 2005), in preparing this report and accounts.

Reference and Administrative Details

Charity Number: 260467

Company Number: 269085 (England and Wales)

Registered Office: Dorset House
Regent Park
Kingston Road
Leatherhead, Surrey, KT22 7PL

Independent Examiner: Mr M Robinson FCCA, ACA
Brooks & Co
Chartered Accountants & Registered Auditors
Mid-Day Court
20-24 Brighton Road
Sutton, Surrey, SM2 5BN

Principal Bankers: HSBC
54 High Street
Epsom, Surrey, KT19 8DS

Directors and Trustees

The Charity is governed by a Council, whose members are the directors of the charitable company for the purposes of the Companies Act. The directors are its trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees.

The Trustees serving during the year and since the year-end are as follows:

A W Atkinson FACI
R H J Claisse FACI (deceased December 2013)
P E C Collins FACI
R J Day FACI
A J Gibbs FACI
L Gough FACI (President)
M C H Gough FACI(M)
E B Granshaw CBE, FACI
B M Granshaw FACI
R Henderson FACI (Treasurer and Company Secretary)

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P Holdroyd (retired 27 October 2013)
R Lancaster FACI
D A Newman FACI
W J Owen
T D Patrick FACI
R D Prosser FACI
I Rose FACI (Chairman)

Object

The Charity's object and its principal activity continues to be that of the promotion, advancement and improvement of general education in relation to all aspects of cinematography and associated audio and visual arts and the development of public appreciation of such arts.

Structure, Governance and Management

Governing Document

The Institute of Amateur Cinematographers Limited is a company limited by guarantee governed by its Memorandum and Articles of Association dated 6th October 1932, amended on 25th February and 4th November 1972, 8th October 2000 and 22nd October 2006. It is registered as a charity with the Charity Commission. There is no age limitation to becoming a member of the Institute and there are currently approximately 1,700 members, each of whom agrees to contribute up to £2 in the event of the Charity winding up.

In accordance with s.1 of the Companies Act 1980, the Company's classification was changed from a public to a private company.

Appointment of Trustees

The members appoint the Trustees at the Annual General Meeting. At the AGM one third of the Trustees retire by rotation and are eligible for re-election. The Council has the power to fill vacancies and to appoint additional Trustees as it considers fit to do so.

Trustee Induction and Training

New Trustees are provided with an information pack containing an explanation on the role of Council members, details of the duties of trustees and directors, links for further information on these duties, and a copy of the Memorandum and Articles of Association of the IAC. This is supported by ongoing discussion with and advice from senior members of the Council.

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Organisation

The Council, which can have no less than 12 and up to 30 members, administers the Charity. The Council meets quarterly and there are committees and sub-committees which meet regularly covering Management; *Film & Video Maker* and Website; Publicity, Recruitment and Retention; Video Library; Finance, Staffing and Remuneration; UNICA Programme; UNICA in UK, Young Persons Initiative and Fellowship.

The Institute's Chairman and Vice-Chairman oversee the operations of the Charity. A General Secretary manages the day-to-day affairs of the Charity. Two members of Council are appointed as Administration Officers to provide close links between the Council and the General Secretary.

Risk Management

During the year, the Trustees have taken steps to address specific risks, including:

- continuing effective controls over cash, budgets and financial commitments;
- following a formal investment policy and procedures;
- working with the East Anglian Film Archive to preserve our film archive;
- using an information pack for Trustee induction and training;
- ensuring that insurance is in place for employer's and other liabilities, including public liability at national events;
- complying with the health and safety policy of our landlord;
- preparing our own risk assessment document.

Activities, Achievements and Performance

The North East Region of the IAC hosted the 2013 AGM Weekend at The Holiday Inn, Seaton Burn. The hospitality was well received and we believe everyone enjoyed themselves. There were trips to Wallington Hall, Tynemouth Station, the oldest station on the Tyne and Wear network, and Woodburn Museum. The Saturday Gala Dinner was attended by 79 people.

On the Sunday, the Mermaid and Mini Mermaid competitions were held, followed by the IAC AGM. In the afternoon Sheila Graber, an award winning animator, gave a talk about her career in animation and how it came about.

Our Annual Competition attracted 228 entries; this was a little down on the average of 251 for the previous five years. David Newman's organisational skills meant that we were able to see a total of 123 entries in the Saturday Cinemas and the Festival Winners Show on the Sunday. Our thanks must go to Linda Gough for organising the accommodation for the judging of the competition. Also sincere thanks to the judges who gave up their time for a

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weekend, plus further time after arriving home to write many pages of comments. The BIAFF prize money continues to benefit from Alan Cartwright's legacy.

The members of North Thames Region made an excellent job of hosting this year's event. There were 12 entries in this year's Special Young Peoples Competition for the youth entries. Despite this being a competition intended for those seeking constructive feedback rather than high star ratings, two of the films received major awards. It was felt that it was only fair to offer the best films from this category to the Final Round Judges for comparison with those from the main competition. Once again we included a special mini cinema presentation to show off the work of the youth entries, which was hosted by Sam Brown from Orpington. The number of young people attending this cinema was a little lower than we have had in the past; however we intend to continue both the Special Young Peoples Competition and the mini cinema showing their work.

The Sunday Gala Show was well attended, with the Daily Mail Trophy being awarded to Fabian Grodde for his film "*Crossover*", and the Best British Entry going to Wales High's Film and Animation Club (Dir. Liam Sanderson) for their film "*A Fistful of Conkers*". Some of the cast and the Director attended on the Sunday to receive their award.

The website competition, now in its fourth year, was organised by Dave Watterson and Peter Kidman. 31 clubs entered the competition. Jan Watterson, the IAC Webmaster joined Dave Watterson and Peter Kidman for the judging, awarding the winning trophy to Channel 7 Productions. The competition was well received with many positive comments coming from those that entered. Some specifically saying that they did not expect to win, but wished to receive the detailed notes that are provided to every entrant which would help them improve their sites.

Our IAC magazine *Film & Video Maker* continues to be supported by the membership, with many members contributing regular or occasional articles. The comments on the letters page can also be very lively at times!

We are also continuing to try to find new ways to support our members and encourage them to develop their movie making skills and to make their expertise available to the public generally. Last year we announced that we would be offering a training initiative to all the regions, and this year we have been able to award four grants to help towards the cost of running training events. We are continuing to support this initiative and establish other ways that we can promote the IAC and support members in further efforts to promote our Institute. Also, to encourage the regions to hold events or maintain their regional magazines we gave a one-off grant of £500 to those regions that applied. Further, to encourage members to attend regional events we decided to provide half of the admission price for any regional event. In addition, so as to try to retain new members for a further year after their joining the IAC, we gave new members attending a regional event during

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their first two years of membership, a 100% subsidy for the ticket price excluding catering and accommodation.

Our membership has again very slowly declined over the last year and the Council is currently trying to develop ways that can help to boost membership numbers.

Three fellowships were awarded this year, and the UNICA Gold Medal was awarded to David Newman for his services in running the BIAFF competition and the Institute.

The IAC participated in the international film festival *UNICA 2013* which was held in Austria. This year it is due to be held in Slovakia.

The East Anglian Film Archive, having digitised and transferred some of the IAC's library onto hard disks, have given the disks to the IAC and some of the films have been made into a programme for the members to hire. There is also a collection of IAC films on the East Anglia Film Archive website.

The IAC would like to offer thanks to our webmaster Jan Watterson and her husband Dave for their work on the IAC website and the running of the IAC club website competition. It is very important that the IAC has a very strong web presence, as this is one of the ways both the IAC and the clubs can make their presence known to the general public.

Our Music Copyright license service continues to be popular and can be one of the main reasons for people joining the IAC. Our thanks must go to Gerald Mee for maintaining it and to Richard Curry for running the IAC music advisory service, giving advice on the selection of music for member's movies.

Our thanks must also go to Pam Harrison at our head office who either manages to answer most queries, or quickly passes them on to an officer of the IAC to deal with. Also, we would like to thank Nick Harrison for preparing these accounts.

The Institute's finances continue to show a healthy surplus, which is reviewed in the next section, and this coupled with our investments makes for a satisfactory future.

Financial Review

The Statement of Financial Activities shows a surplus of £7,006 for the year (prior year £16,924), and total reserves stand at £193,005 (prior year £185,999). Reserves of £30,000 (prior year £30,000) are earmarked for hosting the UNICA World Amateur Film Festival in the UK. Cash and investments (including notice and fixed deposit accounts) are £218,271 (prior year £212,198).

The Charity continues to exercise strict financial controls over its costs, and to ensure value for money.

No dividends are payable. Under Clause 3 of the Memorandum of Association no part of any income may be distributed to the members.

Neither honoraria nor emoluments of any kind have been paid to any Trustee of the Charity in respect of their services as Trustee.

Tangible Fixed Assets for Use by the Charity

Details of movements in fixed assets are set out in Note 12 to the Accounts.

Investment Powers and Policy

In line with Charity Commission advice, the Trustees have adopted a formal investment policy for the Charity. This was revised at the Council meeting of 17th July 2011. The remainder of this section summarises the key elements of the policy.

The Charity is currently in surplus and historically, and at the year end, funds were invested in bank accounts, including fixed interest and notice deposit accounts, the Charities Aid Foundation, and a FTSE Index-linked investment. Recent world financial events have resulted in extremely low returns from bank deposits and have also highlighted the potential risks / need for government protection of deposits. In the UK the limit for protection is £85,000 for the sum of all the deposits held by the Charity with each individual institution.

Under the Memorandum and Articles of Association, the Charity has the power to invest in any way the Trustees wish. Similarly, under the Trustee Act 2000, the Trustees have a very wide power of investment.

The Trustees follow the basic principle of the Charity Commission, in that they must take a prudent approach. When investing funds the Trustees seek to strike the right balance between the two objectives of:

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- providing an income to help the Charity carry out its purposes effectively in the short term; and
- maintaining and, if possible, enhancing the value of the invested funds, so as to enable the Charity to carry out effectively its purposes in the longer term.

The Trustees, in managing the risks faced by the Charity, are mindful to balance those risks against the potential returns from particular investments, and to be careful to avoid undue risk to the Charity's funds by:

- investing only in markets where financial services are closely regulated; and compensation schemes are in place;
- having a suitably diversified investment portfolio;
- being particularly wary of making speculative forms of investment;
- reporting on the policies in this Annual Report and Financial Statements.

The Trustees have regard to the liquidity requirements of operating the Charity and to the Reserves Policy of the Charity.

The Investment Policy adopted by the Trustees extends the current range of investments beyond interest bearing deposits in banks, building societies, the Charities Aid Foundation and National Savings.

The Investment Policy is that the Charity's funds in excess of immediate needs be managed to secure the best returns available within a spread of investment that:

- ensures funds are available when required by day to day activities;
- minimises risk by a spread within the range of permitted investments, and for deposits placed, then also within the protection limit provided by the Deposit Protection Fund;
- allows equity investment but only in established unit trusts or similar funds and to a maximum of 20% of funds generally available;
- permits investment in fixed interest funds of the FTSE 250 companies up to a maximum of 20% of funds generally available.
- Initial, annual and any other costs of investing in such funds are properly considered and minimised.
- If appropriate and deemed cost-effective, the Treasurer may seek independent advice.
- The Treasurer reports any changes in investments by type and value to the Management Committee at each meeting.
- Income from investments is identified as part of the reporting process.

The Treasurer recommends any change in investments to Council for approval, by email or meeting.

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In order to discharge the duty to adopt a prudent approach to the investment of the Charity's funds, Trustees acknowledge they must:

- know their investment powers and policies;
- discharge their duties properly when they take decisions about investments;
- have proper arrangements in place for holding investments on behalf of the Charity.

The Trustees are not liable to make good the Charity's loss simply because an investment made by them is unsuccessful. However, Trustees may be liable if, in making or retaining the unsuccessful investment, they have acted outside the scope of their powers, or have failed to discharge the duties referred to above.

Reserves Policy

The Trustees have established the level of general reserves (that is those funds that are freely available) that the Charity ought to have. Reserves are needed to cover potential funding gaps, to fund development of the Charity's activities, and to cover unexpected costs.

The current aim of the Trustees is to build the general fund to a level to cover its cost base for a period of two and a half years. Satisfactory progress is being made towards this objective.

Plans for Future Periods

The Charity continues to consolidate on the successful changes that it has made in previous years. The Leatherhead office is in the sixth year of a licence for serviced office accommodation with Regus. With the impending retirement of our General Secretary, this will be reviewed in the next financial year prior to the renewal date, with a view to deciding about recruiting a replacement which may necessitate a possible relocation.

The Publicity, Recruitment and Retention Committee are continuing to try and link with any retailers in the filmmaking field as well as libraries, information centres and the media. In addition it is planning the production of items for the internet.

The IAC's website is of growing importance for bringing us to the attention of potential new members. It also enables our members and the general public to view many of the films entered into the BIAFF – a premium location for the best amateur productions. The website hosts various forums, including one to provide answers to technical problems. There are also plans to review the IAC's approach to social media as this is seen as a way of involving members and potential members in the activities of the IAC. And the possibility of running a competition for Clubs active in social media (Facebook or Twitter

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page) are being considered, instead of the very successful Website Competition.

Because of the importance placed on websites as information sources, the Charity is helping Clubs to set up and run their own. A template for this is available to Clubs and they are encouraged to continually review and update their sites.

We are exploring a number of collaborative ventures and the Council is continuing to look at ways of sponsoring activities, events and regional activities.

A number of IAC members travel each year to the UNICA World Amateur Film Festival. This is held in a different country each year and the IAC produces the programme to represent the UK. In order to allow more IAC members and others access to this world event, a "UNICA in the UK" sub-committee is continuing to look at the possibility of hosting this festival, as mandated by special resolution at the 2012 AGM. A £30,000 earmarked reserve has been established (by transfer from the general fund) to help fund this possibility.

Trustees' Statement in Relation to the Financial Statements

We confirm that as Trustees we have met our duty in accordance with the Companies Act 2006 to:

- ensure that the Charity has kept proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable us to ensure that the financial statements comply with the Companies Act 2006;
- prepare financial statements which give a true and fair view of the state of affairs of the Charity as at 30th April 2014 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended in accordance with Generally Accepted Accounting Practice in the UK (the Financial Reporting Standards for Smaller Entities, effective April 2008);
- follow the applicable accounting policies and apply them consistently, subject to any material departures disclosed and explained in the notes to the financial statements;
- make sound judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

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The Trustees 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.

In the case of each of the persons who are directors at the time when the Trustee's report is approved:

- so far as the Trustees are aware, there is no relevant information needed by the Charity's independent examiner in connection with preparing his independent examination report on the unaudited financial statements, of which the Charity's independent examiner is unaware; and
- each Trustee has taken all the necessary steps that he ought to have taken in order to make him aware of any relevant information, and to establish that the Charity's independent examiner is aware of that information.

Audit

The Charity has dispensed with the requirement for a full statutory audit. Instead, as it meets the conditions for exemption set out in the Charities Act 2011 and the Companies Act 2006, an Independent Examiner's report on the unaudited financial statements is included in these accounts. Mr M Robinson FCCA, ACA has indicated his willingness to continue in this role.

Approval

This report was approved by the Council and Board of Directors on..... 14th Sept 2014..... and signed on its behalf.



.....
By order of the Council
J Rose FACI - Chairman

Registered No: 269085 England & Wales

Registered Office:
Dorset House
Regent Park
Kingston Road
Leatherhead
Surrey, KT22 7PL

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE INSTITUTE OF AMATEUR CINEMATOGRAPHERS
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I report on the accounts of the Company for the year ended 30th April 2014, which are set out on pages 15 to 25.

Respective Responsibilities of Trustees and Examiner

The Trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the Charity is not subject to audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005)

have not been met;

or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


.....
Mr M Robinson FCCA, ACA
Independent Examiner
Brooks & Co
Chartered Accountants & Registered Auditors
Mid-Day Court
20-24 Brighton Road
Sutton
Surrey, SM2 5BN

Date..... 17th September 2014

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDING 30th APRIL 2014**

SUMMARY INCOME AND EXPENDITURE ACCOUNT

	Notes	<u>2014</u> £	<u>2013</u> £
INCOMING RESOURCES			
Incoming resources from generated funds:			
<i>Voluntary income:</i>			
Subscriptions and donations	4	68,923	73,556
<i>Activities for generating funds</i>			
Sale of IAC merchandise		406	814
<i>Investment Income</i>	5	<u>5,879</u>	<u>6,610</u>
		75,208	80,980
Incoming resources from charitable activities	6	<u>17,022</u>	<u>18,139</u>
Total incoming resources		<u>92,230</u>	<u>99,119</u>
RESOURCES EXPENDED			
Costs of generating funds:			
<i>Fundraising costs - subscriptions</i>	7	9,356	11,278
<i>Purchase of IAC merchandise</i>		200	639
Charitable activities	8	69,109	64,070
Governance costs	7	<u>6,559</u>	<u>6,208</u>
Total resources expended	10	<u>85,224</u>	<u>82,195</u>
NET SURPLUS FOR THE YEAR, being the net incoming resources	3	7,006 =====	16,924 =====

NET MOVEMENT OF FUNDS IN THE YEAR

Total funds brought forward	185,999	169,075
Net surplus for the year	<u>7,006</u>	<u>16,924</u>
Total funds carried forward	193,005 =====	185,999 =====

The notes on pages 17 to 25 form part of these accounts.

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BALANCE SHEET AS AT 30th APRIL 2014

	Notes	<u>2014</u> £	<u>2013</u> £
Fixed assets			
Tangible fixed assets	12	<u>12</u>	<u>543</u>
Current assets			
Stock		507	481
Debtors and prepayments	13	8,503	8,894
Cash and investments	14	<u>218,271</u>	<u>212,198</u>
		227,281	221,573
Liabilities			
Creditors: amounts falling due within one year	15	<u>(34,288)</u>	<u>(36,117)</u>
Net current assets		<u>192,993</u>	<u>185,456</u>
Net assets		193,005 =====	185,999 =====
The funds of the Charity			
	16		
General fund		163,005	155,999
Earmarked reserve: UNICA in the UK		<u>30,000</u>	<u>30,000</u>
		<u>193,005</u> =====	<u>185,999</u> =====

The notes on pages 17 to 25 form part of these accounts.

For the year ended 30th April 2014 the Charity was entitled to exemption under section 477(1) of the Companies Act 2006 and the Charities Act 2011. No members have required the Charity to obtain an audit of its accounts for the year in question in accordance with section 476(2). The Council and Board of Directors acknowledge their responsibility for: i) ensuring the Charity keeps accounting records which comply with section 386; and ii) preparing accounts which give a true and fair view of the state of affairs of the Charity as at the end of the financial year and of its profit and loss for the financial year in accordance with the requirements of sections 394 and 395, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the Charity.

Approved by the Council and Board of Directors on 14th Sept 2014 and signed on its behalf.


.....
I Rose FACI – Chairman


.....
R Henderson – Treasurer & Co. Secretary

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30th APRIL 2014

1 Accounting Policies

1.1 Basis of Preparation of Accounts

The financial statements have been generally prepared using the historical cost convention, except for the film library and trophies, which are heritage assets and are reflected at nominal value. The financial statements have been prepared in accordance with the Statement of Recommended Practice, "Accounting and Reporting by Charities" (revised 2005), the Financial Reporting Standard for Smaller Entities (effective April 2008), and the Companies Act 2006. The principal accounting policies adopted in their preparation are set out below.

1.2 Incoming Resources

Voluntary income, including subscriptions and donations, is recognised in incoming resources when they are receivable, except when the donors specify that they must be used in future accounting periods or donors' conditions have not been fulfilled, then the income is deferred. Subscriptions received are recognised over the year to which they relate, with any balance attributable to periods after the balance sheet date included in deferred income.

The income from fundraising ventures is shown gross, with the associated expenditure included in the fundraising costs.

The income from charitable activities is shown gross, with the associated expenditure included in charitable activities.

Investment income is recognised on a receivable basis.

1.3 Resources Expended

Resources expended are included in the Statement of Financial Activities on an accrual basis when a liability is incurred, inclusive of any VAT, which cannot be recovered.

- Costs of generating funds are those costs incurred in inducing people and organisations to contribute financially to the Charity's work, and in those activities that raise funds. This includes the cost of advertising for new members, processing subscriptions and donations, and the staging of fundraising events. The purchase of IAC merchandise is separately disclosed.

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- Charitable activities include expenditure associated with the publishing of the Charity's magazine, "*Film and Video Maker*", staging film festivals and competitions, providing training and grants, providing information to members and the public by phone, email and through the IAC's website, operating the film library and archive, and encouraging film-making through advising on and administering the copyright programme. Costs include both direct and support costs relating to these activities.
- Governance costs include those incurred in the governance of the Charity and its assets and are primarily associated with constitutional and statutory requirements.
- Support costs include expenditure on the management and administration of the Charity, including the costs of renting and running office premises, and salaries for administration staff. Where these costs are not attributable to a single activity, they are allocated on a basis consistent with the use of resources, eg staff and premises costs apportioned by the time spent, and other costs by their usage.

1.4 Volunteers and Donated Services

The value of services provided by volunteers is not incorporated into these financial statements. Further details of the contribution made by volunteers can be found in the Report of the Council.

1.5 Finance and Operating Leases

Rentals applicable to operating leases are charged to the Statement of Financial Activities over the period they are incurred. Assets obtained under finance leases are capitalised as tangible fixed assets. Obligations under such leases are included in creditors net of finance charges allocated to future periods. The finance element of each payment is charged to the Statement of Financial Activities so as to produce a constant periodic rate on the net obligation outstanding in each period.

1.6 Investments

Investments are reflected at market value at the balance sheet date, with the gain or loss for the year included in investment income.

1.7 Stocks

These comprise promotional and member items for sale and are reflected on the latest recorded cost basis. Expenditure on stationery and membership badges is expensed in the year paid.

1.8 Tangible Fixed Assets

All fixed assets are initially recorded at cost.

Annual depreciation is provided on tangible fixed assets at rates calculated to write off the cost over their expected useful economic lives as follows:

Office Equipment	25%, straight line basis
Fixtures & Fittings	10%, straight line basis
Film Library and Trophies	nominal value

In previous years, office equipment acquired prior to 1st May 2010 and all fixtures and fittings were depreciated on a 25% reducing balance basis. In view of the amounts involved, in the interest of simplicity, this was changed in the year ended 30th April 2014 to adopt a straight line basis, over four years for office equipment and ten years for fixtures and fittings, backdated to the dates when assets were acquired. The impact of this change is all reflected in the year ended 30th April 2014, and prior year comparisons with the year ended 30th April 2013 have not been restated. As a result of this change, the additional depreciation recorded in the year ended 30th April 2014 is £144 out of the total depreciation charge of £470.

2 Legal Status

The Charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £2.

3 Statement of Financial Activities

The statement of financial activities includes all gains and losses recognised in the year.

All incoming resources and resources expended derive from continuing activities.

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4 Voluntary Income: Subscriptions and Donations

	2014	2013
	£	£
Subscriptions	59,503	61,418
Tax recoverable on subscriptions	9,351	10,308
Donations, from individuals	<u>69</u>	<u>1,830</u>
	68,923	73,556
	=====	=====

5 Investment Income

	2014	2013
	£	£
Income from interest bearing accounts	4,753	4,867
Gain/(Loss) on FTSE-index linked investment	1,126	1,741
Interest on tax recoverable on subscriptions	<u>-</u>	<u>2</u>
	5,879	6,610
	=====	=====

6 Incoming Resources from Charitable Activities

	2014	2013
	£	£
Magazine, advertising and back numbers	74	504
Festivals and competitions	4,387	4,801
Video library and film archive	474	566
Copyright programme	12,087	12,218
Sundry	<u>-</u>	<u>50</u>
	17,022	18,139
	=====	=====

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7 Support, Management and Administration Costs

	2014	2013
	£	£
Office rent and services	10,888	10,388
Administration staff (note 9)	13,334	13,161
Independent examiner's fees	1,440	1,410
Other administrative costs	<u>6,764</u>	<u>9,092</u>
	<u>32,426</u>	<u>34,051</u>
	=====	=====

These costs are allocated in support activities, as shown in the table below, on a basis consistent with the use of resources, as set out in Note 1.3:

	2014	2013
	£	£
Fundraising costs – subscriptions		
- specific allocations	2,225	4,399
- apportionment of remaining office, administration and staff costs	<u>7,131</u>	<u>6,879</u>
	9,356	11,278
Charitable activities		
- specific allocations	2,559	3,105
- apportionment of remaining office, administration and staff costs	<u>13,952</u>	<u>13,460</u>
(note 8)	16,511	16,565
Governance costs		
- independent examiner's fees, council meetings and AGM	2,839	2,619
- apportionment of remaining office, administration and staff costs	<u>3,720</u>	<u>3,589</u>
	6,559	6,208
	<u>32,426</u>	<u>34,051</u>
	=====	=====

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8 Charitable Activities

	2014	2013
	£	£
Magazines	32,582	32,450
Festivals and competitions	6,178	4,821
Film archive and video library	91	262
Copyright programme	8,293	8,431
Website information service	1,218	1,505
Grants awarded	4,345	250
Other	<u>(109)</u>	<u>(214)</u>
Total direct costs	52,598	47,505
Support costs allocated to charitable activities (note 7)	<u>16,511</u>	<u>16,565</u>
	69,109	64,070
	=====	=====

9 Analysis of Staff Costs

The Chairman has received a contribution of £535 towards his expenses (2012/13 - £220). Neither honoraria nor emoluments of any kind have been paid to any Trustee in respect of their services as a Trustee. No employee received emoluments in excess of £60,000.

Costs of staff were:

	2014	2013
	£	£
Salaries	12,666	12,437
Social security costs	<u>668</u>	<u>724</u>
Total (note 7)	13,334	13,161
	=====	=====

The average weekly number of staff employed, calculated as full time equivalents was as follows, analysed by type of activity:

	2014	2013
Fundraising	0.3	0.3
Charitable activities	0.6	0.6
Governance	<u>0.1</u>	<u>0.1</u>
	1.0	1.0
	===	===

The Charity does not operate a pension scheme.

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10 Surplus for the Year

This is stated after charging:

	2014	2013
	£	£
Depreciation of tangible fixed assets (note 12)	470	374
Net loss on disposal of fixed assets (note 12)	61	5
Operating lease rentals - fixed serviced office costs	10,267	9,713
Accountants' remuneration, solely in connection with independent examiner's work	1,440	1,410

11 Taxation

The Company is a registered charity and no provision is considered necessary for taxation.

12 Tangible Fixed Assets

	Office Equipment £	Furniture and Fittings £	Film Library / Trophies £	Total £
Cost				
At 1 st May 2013	2,712	1,273	10	3,995
Additions	-	-	-	-
Retirements	<u>(100)</u>	<u>(973)</u>	-	<u>(1,073)</u>
At 30 th April 2014	2,612	300	10	2,922
	=====	=====	=====	=====
Depreciation				
At 1 st May 2013	2,259	1,193	-	3,452
Annual charge (note 10)	452	18	-	470
Retirements	<u>(100)</u>	<u>(912)</u>	-	<u>(1,012)</u>
At 30 th April 2014	2,611	299	-	2,910
	=====	=====	=====	=====
Net book value				
At 30 th April 2014	1	1	10	12
	=====	=====	=====	=====
At 30 th April 2013	453	80	10	543
	=====	=====	=====	=====

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13 Debtors and Prepayments

All debtors are due within one year.

	2014	2013
	£	£
Rental deposit and prepayments	2,076	2,041
Postage stamps	481	1,797
Accrued interest receivable	3,176	3,266
Prepaid magazine costs	1,770	1,790
Deposits for next year's festival and AGM	<u>1,000</u>	<u>-</u>
	8,503	8,894
	=====	=====

14 Cash and Investments

	2014	2013
	£	£
Current account	1,422	4,401
Current account (competition)	1,583	274
Instant access accounts (interest-bearing)	113,428	109,401
Notice accounts	23,737	23,367
Fixed-term deposit account	63,724	61,504
FTSE-linked investment	<u>14,377</u>	<u>13,251</u>
	218,271	212,198
	=====	=====

The notice accounts mature within one year. The fixed-term deposit account matured in May 2014, and was renewed for a term of three years. The cost of the FTSE-linked investment account was £10,000.

15 Creditors: Amounts Falling Due within One Year

	2014	2013
	£	£
Deferred income – subscriptions in advance	29,146	30,088
Copyright licenses	1,669	1,672
Competition prize bequest	1,200	1,300
Other creditors and accruals	<u>2,273</u>	<u>3,057</u>
	34,288	36,117
	=====	=====

16 The Funds of the Charity

In order to allow more IAC members and others to access the UNICA World Amateur Film Festival, a “UNICA in the UK” sub-committee is looking at the possibility of hosting this festival, as mandated by special resolution at the 2012 AGM. A £30,000 earmarked reserve has been established (by transfer from the general fund) to help fund this possibility.

The general fund held by the Charity is all unrestricted, and can be used to support its objectives.

17 Operating Lease Commitments

The Charity has commitments under a serviced office arrangement, which ends on 30th November 2014. The fixed commitments are analysed according to the year in which payment is made.

	2014	2013
	£	£
Payments to be made:		
Under one year	5,888	-
Between one and two years	-	10,094