



**THE CHARTERED INSTITUTE FOR THE MANAGEMENT
OF SPORT AND PHYSICAL ACTIVITY
(incorporated by Royal Charter)**

**Report and Financial Statement
for the year ended
31 December 2018**

Company registered number: RC000849

Charity registered number: 1144545

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The Chartered Institute For The Management Of Sport And Physical Activity

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2018

The Trustees present their annual report together with the audited financial statements of the Chartered Institute for the Management of Sport and Physical Activity (the Institute) for the year ended 31 December 2018. The Trustees confirm that the annual report and financial statements of the Institute comply with the current statutory requirements, the requirements of the Institute's governing document and the provisions of the Statement of Recommended Practice: "Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and the Republic of Ireland (FRS102)" effective from January 2015.

The Institute is also known by the acronym CIMSPA.

Our Purposes and Activities

Policies and objectives

The purposes of the Institute as set out in its Charter are:

- (a) to promote and advance public health by encouraging active participation in sport or other healthy recreation for the public benefit; and
- (b) to promote for the public benefit the safety of facilities and services provided for active participation in sport or healthy recreation;

in particular (but not exclusively) by:

- (i) promoting excellence in the management and development of such facilities and services including sporting and recreational events and sports tourism;
- (ii) advancing education, practical training and the dissemination of knowledge amongst practitioners employed or engaged in the provision of such facilities and services;
- (iii) carrying out or promoting research into, and promoting awareness and understanding of the health and other benefits of well managed sport and recreation facilities and services.

CIMSPA seeks to achieve these purposes through the mechanisms of defining and promoting standards in best practice, customer care, education and professional development amongst its membership as engaged in the sport and physical sector and more widely through the key stakeholders, organisations, employees and volunteers operating in the sector.

Through these mechanisms CIMSPA aims to be a unifying voice driving sector growth and accredited to develop the workforce of tomorrow, providing opportunities for young leaders to develop and succeed, and providing leadership on the development and management of career pathways.

Public benefit

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Commission in determining the activities undertaken by the Charity.

The Charity Commission in its "Charities and Public Benefit" Guidance states that there are two key principles to be met in order to show that an organisation's aims are for the public benefit: firstly, there must be an identifiable benefit and secondly, that the benefit must be to the public or a section of the public. The Trustees are satisfied that the aims and objectives of the charity, and the activities reported on below to achieve those aims, meet these principles.

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TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2018

CIMSPA's achievements in support of our charitable objectives are set out below, together with plans for next year for further development of our services and encouragement of increasing standards within the sector, through which we in turn increase quality of service for the public benefit.

Any surpluses generated are invested to increase the Institute's ability to deliver services more effectively and further develop our charitable aims.

Strategies for achieving objectives

Encouraged by sector employers and by Government, CIMSPA has become the single, professional body for those engaged in the sport and physical activity sector.

CIMSPA's strategic objectives for 2018 were to:

- Develop a set Professional Standards for every job role in the sector;
- Ensure education provision meets the needs of the sector;
- Improve recruitment and retention of individuals deployed in the sector;
- Ensure our sectors voice is heard by education and workforce policy makers.

Underpinning these strategic objectives is a detailed operational plan.

Criteria for evaluating success

To evaluate our success against our objectives for the year, CIMSPA has made reference to a range of strategic outcome:

- Complete the development of knowledge, skills, behaviour standards for all job roles in the sector
- Development of a career pathway for individuals who enter and develop in the sector
- Employers are supported with the development and delivery of apprenticeship standards
- CIMSPA acts as the single unified voice through providing policy and guidance on education and workforce issues
- A sustainable business plan which is driven by members and sector led services
- Provide the sector with quality assured training
- Excellent governance and operational management

Activities for achieving our purposes

Key activities planned to achieve our strategic priorities included:

- New IT system that will give an improved member / partner experience
- Identification of new Membership categories
- Increased / improved training offer to members and partners
- Continued roll out of professional standards
- New qualifications / CPD endorsed against new standards
- Engagement with Higher Education – New HE pilot scheme
- New apprenticeships developed
- New Quality assurance / monitoring developed for qualifications and CPD
- Review of governance against new Sport England code
- Input into new 16-19 education reforms
- Publication of Labour Market Intelligence report

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TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2018

Achievements and performance

Significant charitable activities undertaken

The Institute's significant charitable activities fall into two main categories:

Memberships and Partnerships – extending the reach of the Institute and sector alignment with our aims and objectives through the mechanism of increasing active memberships and formal organisational partnerships.

Through our employer relationships, CPD events and social media we seek to demonstrate the value of membership to those working in the sector, demonstrating the career pathway available to them and the support for this pathway we can facilitate. This increases our influence in the sector and the ongoing development of its services to the public.

Goods and services – promotion and expansion in the Institute's range of endorsed qualifications, training courses and guidance materials available to support members' CPD requirements and opportunities, and the development of best practice in the sector generally, in support of our aims and objectives.

We partner with higher and further education, awarding organisations and training providers to formally recognise courses and qualifications relevant to those in the sector, and to ensure these are of a high standard. We partner with experts in the field to provide best practice guidance to the sector through our publications and guidance. Through the development of the sector workforce we are able to improve the quality of its services to the public over time.

Our achievements in 2018 against our objectives

Professional standards. We have worked with employers and other stakeholders to develop a single Professional Standards Matrix where the essential knowledge, skills, behaviours, values and learning requirements are set out in an easy to understand language that both employers and education and training organisations can understand.

The matrix will be developed with employer and education partners in such a way that it provides flexibility to develop bespoke Educational products (apprenticeships, degrees, qualifications, CPD training) that meet the needs of different stakeholders whilst ensuring a consistency in terms of content and assessment.

By the end of 2018 thirty one standards had been approved.

Quality Assurance:

Using the professional standards as a benchmark CIMSPA has endorsed 350 qualifications and 700 CPD seminars.

Membership and Partnerships

The CIMSPA delivery model is based on harnessing all stakeholders through one simple vision, professionalising the sector through a single set of standards that link to a career pathway that allows an individual to easily enter the sector, progress and develop. For the past two years CIMSPA has engaged with all stakeholders to ensure we all share the same vision.

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TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2018

The result of this engagement is CIMSPA has numerous partners with a wide range of expertise who are willing to give their time to be involved in this work. As such CIMSPA's role is to be the single unified voice for this vision, coordinating, supporting and communicating with partners through a clear, agreed development timetable. At the end of 2018 CIMSPA had 12 Awarding Body Partners, 128 employer partners, 10 Higher Education Partners and 141 Skills Development Partners. These partnerships have led an increase in individual membership to 10,148.

A single unified voice

Over the past three years there have been several wide-ranging reviews across the whole education landscape, with those delivering apprenticeships, further and higher education and those supporting them, landscape and employer partners and awarding organisations all being affected. As stated previously the sector spends £1.1B in these areas, Sport & Physical Activity is the fastest growing area in Higher Education Institutions.

Within Higher Education there is a drive toward making graduates more employable by embedding employability skills and behaviours into degree programmes, however the benchmark statements that have been developed for Sport (by academics) fail to address this.

To drive improvement in this area CIMSPA has now been appointed as the Professional Statutory Regulatory Body for Sport and Physical Activity within Higher Education, this will allow CIMSPA to significantly influence changes to the subject benchmark statements. This work needs to continue to ensure that we have a voice with regards to these current changes and that as a sector we are consulted and included in any further reforms and development.

CIMSPA now has sector partner agreements with Sport England, Sport Scotland, Association of Colleges (Sport), Association of Adult Learning Providers, 12 Awarding Organisations, UK Coaching, Youth Sports Trust, UK Active, BASES, BaSRAT, UK Anti-doping, UK Strength and Conditioning Association and the Sport & Recreation Alliance to ensure all stakeholders are consulted, involved and heard.

The CIMSPA CEO continues to sit on the apprenticeship route panel responsible for approving apprenticeship standards. During this year CIMSPA has supported the development of 3 new apprenticeship standards and has also led the sector on a government consultation on post 16 education reforms. CIMSPA also undertook further labour market surveys to help provide further insight into the sector.

Investment policy and performance

The Trustees' policy for investment of surplus funds is to invest for the longer term (10 years plus), whilst providing a sustainable level of income from the portfolio combined with the prospect of growth in both capital and income. The investment objective is therefore based upon a total Return Strategy. This is subject to moderate risk, delegating day to day investment decisions to appointed fund managers, in accordance with their powers under the Institute's Charter. Following advice from Barclays Wealth, the appointed fund managers, the investments were transferred to Barclays Charity Fund – Discretionary portfolio in February 2017. The Fund set the objective of achieving a sustainable income stream and the potential to maintain the purchasing power of the portfolio. This incorporated an income yield target of 3.5%. The overall return is benchmarked against a basket of various well established investment assets and indices.

Fund performance in 2018 showed a negative return of 4.1% return outperforming the negative benchmark of 6.3% by 2.2% (2017 – return of 11.7% against a benchmark of 10.5%). This negative

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TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2018

return caused a drop in value of the fund to £185,237 at the end of the year (2017 - £200,690). This fall was largely recovered by the end of March 2019. The realised and unrealised gains and losses arising in the year are shown in the Statement of Financial Activities.

Development expenditure

The Institute continues to develop its CRM system through which it seeks to enhance member and customer services, including member self-service, product ordering and payments. Once fully enabled, this will benefit the Institute's appeal to members and customers and its cost efficiency in the future. The new CRM system was operational from the end of April 2019.

Factors affecting achievement and performance

The desirability of membership is dependent upon the perceived value of the Institute's services and upon employer organisations to promote and encourage membership as part of their workforce development.

The established trend of historical age- and employment-related attrition of around 9-10% per annum continues to offset the Institute's target to increase overall membership.

The prevailing pressure on operators' own funding continues to influence the pace of promotion of membership and appetite for training and development opportunities by sector organisations.

Financial review

The Institute achieved an operating surplus of £87,661 during the year to 31 December 2018 (31 December 2017: surplus of £42,199). Increases in membership income and Sport England grant support combined with strong cost controls were key factors during 2018, whilst continuing to develop endorsement of third-party qualifications and training, linked to our Professional Development Framework. The Institute continues to develop its income streams and to control costs going forward.

Sport England has confirmed continuing support until at least April 2021, and in principle its openness to continuing support thereafter subject to CIMSPA's performance.

The accumulated funds at 31 December 2018 total £240,412 (31 December 2017: £152,751) which entirely comprised unrestricted funds. The balance of restricted funds at 31 December 2018 was therefore £nil (31 December 2017: £nil).

Principal sources of funding

CIMSPA generates the majority of its funding through its memberships, partnerships and those activities undertaken in support of its charitable objectives, including income from investments. During 2018 its activities were supported by the planned continuance of the 2017/2019 grant award. This grant funding helps to support investment into improved member services and facilities.

Principal risks and uncertainties

The Trustees have assessed the major risks to which the Institute is exposed, in particular those related to the operations, reputation, governance and regulatory matters, competitive environment and finances of the Institute, and are satisfied that systems and procedures are in place to mitigate exposure to the major risks.

The most significant risk identified by Trustees relates to attainment of sustainable finances, through membership growth and endorsement incomes. In addition to inclusion in the risk register, this is monitored through monthly management accounts and reports on progress to the Board at every meeting. Expenditure budgets continue to be closely controlled, and additional expenditure not

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TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2018

committed until funding is secured. Until membership attains critical mass, the Institute must continue to secure external funding in the short term.

Responsibility for monitoring of risks and making recommendations on risk management matters has otherwise been delegated to the Audit & Probity Committee, which reports directly to the Trustees.

Reserves policy

Reserves are held to support the continuation and expansion of activities in support of CIMSPA's objectives. The policy is reviewed by Trustees on an annual basis and targets set for retention of surpluses for the following year's budget. The current target is based upon building reserves to cover approximately 3 – 6 months of ongoing costs. The reserves target for the next 3 – 5 years is therefore between £400,000 and £800,000, achieved through the retention of annual surpluses.

Against this policy, CIMSPA's free reserves are currently in surplus in the sum of £169,171 (2017 - £85,985). In overall terms unrestricted reserves currently stand at £240,412 (2017 - £152,751) after reflecting a surplus of £87,661 (2017 - £42,199) in the year (equivalent to 16.3% of unrestricted income (2017 – 8.1%). Such reserves include £71,241 (2017 - £66,766) represented by tangible and intangible fixed assets realisable only upon disposal.

The Institute continues its strategy to rebuild reserves to target levels over the medium term.

Plans for the future

CIMSPA's launched its new strategy in 2019 with a new vision, mission and strategic objectives.

Vision:

"Shaping a recognised and respected sport and physical activity sector everyone wants to be part of."

Mission:

To allow individuals to realise their potential through:

- Individuals have a clear route into and through the sector
- The public have confidence in the sector
- Employers have access to the best people
- Education providers stand out from their competitors
- We are the "go-to" for policy makers

Strategic Objectives

- By 2023 we will be the sector's regulatory body, protecting the integrity of the sector and supporting its recognition as a profession.
- By 2023 we will provide membership services to individuals of specific occupations across all parts of our sector – those that don't currently have a recognised "home" or wish to be recognised by the sector's chartered institute.
- By 2023 we will provide partnership services to a range of organisations across the whole of our sector to support with workforce and educational development.
- By 2023 we will be seen as an exemplar organisation within the sector regarding our people, governance and financial sustainability.

2019–2023 Strategy

The aim of this strategy is to build on the work undertaken during 2016-18 and to clearly position CIMSPA as the lead organisation for workforce development across the whole sector. By 2023 CIMSPA will have to have worked with the sector so that it:

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TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2018

- Embraces an agreed single set of professional standards per occupation that demonstrate the skills and knowledge required to practice.
- Adopts clear scope of practice per occupational role and a clear policy on standards for deployment.
- Has a culture whereby all individuals and organisations working in the sector understand the role of their chartered institute, pledging commitment to ongoing professional development and adhering to a recognised code of conduct.
- Has an education system that can deliver the required level of training and assessment to meet the professional standards.
- Has an educational delivery system that optimises the investment of employers, individuals and government.
- Supports greater collaboration of employers and education providers to support the delivery of work-relevant vocational skills.
- Adopts a defined career pathway that attracts and retains young talent to the sector – supporting their development to reach their potential and professional aspirations.
- Has a positive and progressive working relationship with the health sector, with the workforce being considered an integral part of the patient pathway.
- Puts safeguarding, equality and good governance at the core of every strategy.
- Has a more diverse workforce – one that better represents UK society.

Operationally we will:

Continue to work with employers and other stakeholders to develop a single Professional Standards Matrix where the essential knowledge, skills, behaviours, values and learning requirements for job roles in the sector are set out in an easy to understand language that both employers and education and training organisations can understand.

We continue to provide an independent and transparent quality assurance system to ensure that any Qualification / Degree or CPD meets the requirements of the relevant professional standards. We will roll out a nationwide monitoring scheme to review endorsed providers of Qualification / Degree / CPD programmes on the content of their programmes and the quality of its delivery.

We will use the professional standards to begin the development of a career map based on the work completed through the professional standards. The career map will be designed to make it easier for recognising transferable knowledge, skills and behaviours and allowing an individual to focus on the gaps in their training rather than having to undertake training in areas where they have already shown competence.

We will continue to lobby policy makers and funders to ensure that the £1.1 Billion currently spent on education and training meets the needs of the sector. We will influence decision makers to ensure that the sectors views are accounted for when education policy is developed or reviewed. We will work with partners to develop clear deployment guidance on the mandatory training required for each role with the sectors career map.

Over 2019 CIMSPA will focus on ten key projects:

- Research and insight
- Professional Standards
- Quality assurance
- Employer engagement – increasing apprenticeship take up
- Policy and regulation
- Members value proposition
- IT infrastructure
- Equality and Diversity
- Marketing and communication
- Organisational development and design

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TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2018

With the expected impact to be:

- Increase internal and external recognition of professionals working in the sector
- Improved public awareness of who we are and what we do
- Increased trust and respect from allied professionals e.g. the health sector
- Increased financial investment into the workforce
- Growth and stimulation of a professional workforce that resonates and impacts on society

Leading to:

- Higher profile for sector
- Greater investment in the sector
- Higher calibre of people entering the sector

Structure, governance and management

Constitution

The Institute is registered as a charity in England. It is a charitable chartered body and was constituted under Royal Charter and Statutes on 5 October 2011.

CIMSPA's Charter and Statutes provide governance to CIMSPA, its board and executive team. Derived from the sector legacy of ISRM, ISPAL and IMSPA, CIMSPA was created in 2012 and its Charter reflects the position of the sector at this time.

During 2018 the board of Trustees reviewed its Charter and Statutes and at CIMSPA's annual general meeting (AGM), proposed to members that with a new vision, mission and strategy, CIMSPA is in an altered position where it requires its Charter and Statutes to be amended to enable the delivery of its objectives successfully.

Members were informed that the review highlighted key themes, the following was highlighted to members:

- Amend CIMSPA's objects to reflect its position in the sport and physical activity sector and its new vision and mission
- Remove legacy wording regarding transformational board, initial board and permanent board
- Meet the needs of its membership and potential membership by widening access to membership individuals who hold roles within the sport and physical activity sector, in its broadest sense (the current Chartered Statutes are specific to those in leisure/facility management and those in roles within sports development).
- Make changes required to ensure good governance e.g. tenures and elapse of all board trustees

At CIMSPA's AGM on 18 September 2018, members voted unanimously in favour of proposing to amend CIMSPA's Charter and Statutes to the Privy Council. CIMSPA is currently working with the Privy Council to amend its Charter and Statutes.

Appointment of trustees

Using the annual skills matrix, the board analyses the current board composition, diversity, skills, experience and competency of the board members against the ability to undertake CIMSPA's objects and current strategy. This exercise highlights skills shortages which helps inform recruitment needs.

Up to 6 Trustees may be appointed by the board in accordance with the provisions of the Statutes. Such appointments are made on the recommendations of the nominations committee following an

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TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2018

open recruitment process, administered by the nominations committee, with final recommendations for appointment proposed to the board.

Up to 3 Trustees are elected by the membership at a general meeting. Members are circulated with invitations requesting nominations for elected board member positions which are vacant or will become vacant upon the retirement of a Trustee.

All board members serve terms of up to 3 years, after the 3 years, their position will be reviewed in accordance with the skills matrix, board composition and board diversity. The chair and appointed members may be offered the option of a 3-year extension. A maximum of 3 terms of 3 years may be served. In cases of elected members, they will be eligible to re-stand for election, for further terms of 3 years, with a maximum of 3 terms served.

Trustee induction and training

All newly appointed or elected Trustees are required to attend formal induction, undertaken by CIMSPA's legal counsel, CEO and Head of Organisation Design and Development. The induction covers the: legal framework; CIMSPA's Charter and Statutes, CIMSPA's board trustee handbook, charity governance code and the essential trustee.

The chair of the board and the senior independent trustee (SID) are responsible for undertaking performance reviews and supporting Trustees to complete their skills matrix. This informs the Trustees' personal and professional development plan and ongoing training requirements. They are also responsible for leading, mentoring or facilitating training / coaching / education to Trustees to ensure that they can fulfil their responsibilities and enhance the overall contribution of the board.

During 2018 CIMSPA has facilitated CPD activities to Trustees on:

- CIMSPA's 2019-2023 strategy
- Governance

Organisational structure and decision making

Governance

The Trustees are legally responsible for the governance and management of the Institute.

Management

The management of the Institute is the responsibility of the Trustees. The Trustees are responsible for setting strategies and policies and for approving operational plans and budgets, and ensuring that these are implemented. The Trustees are assisted in their strategic and management responsibilities by the following standing committees:

- Audit & Probity Committee;
- Nominations Committee;
- Membership and Disciplinary Committee;
- Remuneration Committee;
- Education, Training & Professional Development Committee; and
- a committee in each of Scotland, Wales, Northern Ireland and such regions of England as the Board may prescribe.

The Chartered Institute For The Management Of Sport And Physical Activity

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2018

During 2018 the board reviewed each of the committees, their purpose and terms of reference and made the following changes to reflect the needs of the Institute:

Audit & Probity Committee	Responsible for ensuring effective financial controls exist and that appropriate procedures are in place for the proper governance of, and the mitigation of risk within, the organisation.
Nominations Committee	The nominations committee is required to review the size and composition (including the skills, knowledge, experience and diversity) of the board, evaluate the board's skills against the skills matrix and make recommendations for future recruitment. They are the responsible body for ensuring appropriate procedures are in place for the evaluation and succession planning of CIMSPA's board of trustees and senior executive team. They are also required to make recommendations on future recruitment for board trustees and senior executive appointments.
Membership Committee	The membership committee is responsible for ensuring that the rules for membership are defined, applied and adhered to in accordance with the rules placed by CIMSPA's chartered statutes and guidance.
Disciplinary Committee	The disciplinary committee is responsible for ensuring that fair, effective and consistent methods of dealing with disciplinary and performance matters are achieved. Should the need arise, the committee is also responsible for forming a disciplinary panel. The disciplinary committee and subsequent disciplinary panel are responsible for hearing recommendations from investigations carried out by CIMSPA and imposing disciplinary or performance sanctions where necessary.
Appeals Committee	The appeals committee is responsible for hearing and reviewing formal appeals arising from decisions made by CIMSPA in relation to a member or partner. Should the need arise, the committee is also responsible for forming an appeals panel. The appeals committee and subsequent appeals panel are responsible for providing a decision on appeals, that have arisen from decisions made by CIMSPA's membership committee or disciplinary committee.
Remuneration Committee	The board has outlined within its remuneration policy, the delegated authority and responsibilities for remuneration.
Education Committee (referred to as the Professional Development Board)	The Professional Development Board (PDB) has been established to function as a sub-committee of CIMSPA's board and has been delegated authority as the lead on education, training and professional development. The vision of the PDB is to grow the attractiveness of working in the Sport and Physical Activity sector and ensure all customers and consumers have an excellent experience.

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TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2018

The roles and responsibilities of each committee are set out in more detail in specific Terms of Reference approved by the Trustees.

Authority to conduct the day to day operations of the Institute is delegated by the Trustees to the Chief Executive and her staff, working within the context of the approved strategic & operational plan and budget. The Chief Executive is responsible for the implementation of policies and strategies as determined by the Trustees.

Remuneration of Key Management Personnel

The Trustees consider the Board of Trustees and the senior management team (Chief Executive Officer, Director of Strategy and Head of Finance) comprise the key management personnel of the Institute in charge of directing and controlling, running and operating the Institute on a day to day basis. Apart from the Chairman, the Trustees give of their time freely and no other Trustee received any remuneration in the year. Marc Woods was formally appointed as Chairman on 12th December 2017, following a thorough recruitment process. The role, as now created, requires a high level of support and commitment from the Chairman and Trustees therefore decided to offer an appropriate remuneration package, which was approved by the Charities Commission.

Pay and remuneration in general is reviewed annually by the Board in the context of the budgeted financial position. The Chair has responsibility for the setting and monitoring of the Chief Executive Officer's performance targets, upon which potential additional earnings are based. The Chief Executive Officer is responsible for reviewing the remuneration of other key management personnel within the bounds of the overall budget approved by the Board.

Relationships with related parties

Relationships with related parties are described within note 13 to these accounts.

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TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2018

Reference and administrative details

Company registered number	RC000849
Charity registered number	1144545
Registered office and principal office	SportPark Loughborough University 3 Oakwood Drive Loughborough Leicestershire LE11 3QF

Trustees

Jon Argent (elected 12 December 2018)
Sandra Dodd (appointed 22 May 2018)
Lisa Forsyth
Manos Kapterian (appointed 22 May 2018)
Nick Masson
Malcolm McPhail (elected 15 May 2017)
David Monkhouse (re-elected 12 December 2018)
Tracy Rea (appointed 22 May 2018)
Andy Reed (resigned 18 July 2018)
Rowena Samarasinhe (appointed 22 May 2018)
Marc Woods (appointed Chair and trustee from 30 September 2017)

Key Management Personnel:

Tara Dillon (Chief Executive Officer)
Spencer Moore (Director of Strategy)
Simon Murphy (Head of Finance) (appointed 30 April 2018)

Auditors

Haysmacintyre LLP
Chartered Accountants
10 Queen Street Place
London
EC4R 1AG

Bankers

Lloyds Bank PLC
37 – 38 High Street
Loughborough
Leicestershire
LE11 2QG

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**TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2018**

**Reference and administrative details
(continued)**

Investment Managers

Barclays Wealth
Barclays Investment Solutions Limited
One Snowhill
Snow Hill Queensway
Birmingham
B4 6GN

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TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2018

Trustees' responsibilities statement

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards).

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charitable Institute and of the incoming resources and application of resources of the Charitable Institute for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

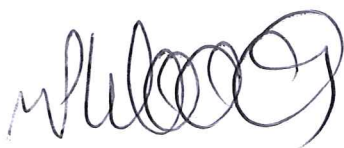
The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions, disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the charity's constitution. They are also responsible for safeguarding the assets of the Charitable Institute and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Provision of information to auditors

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

- that so far as the Trustee is aware, there is no relevant audit information of which the charitable Institute's auditors are unaware, and
- that the Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any information needed by the charitable Institute's auditors in connection with preparing their report and to establish that the charitable Institute's auditors are aware of that information.

This report was approved by the Trustees on 15 May 2019 and signed on their behalf, by:



M. Woods
15 May 2019

The Chartered Institute For The Management Of Sport And Physical Activity

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE CHARTERED INSTITUTE FOR THE MANAGEMENT OF SPORT AND PHYSICAL ACTIVITY

Opinion

We have audited the financial statements of The Chartered Institute for the Management of Sport and Physical Activity for the year ended 31 December 2018 which comprise the Statement of Financial Activity, the Balance Sheet, the Cash Flow Statement 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 United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2018 and of the charitable company's net movement in funds, including the income and expenditure, for the year 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 Charities Act 2011.

Basis for opinion

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder. 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 charitable 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.

Responsibilities of trustees for the financial statements

As explained more fully in the trustees' responsibilities statement set out on page 14, the trustees 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 trustees 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 trustees are responsible for assessing the charitable 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 trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

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.

The Chartered Institute For The Management Of Sport And Physical Activity

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE CHARTERED INSTITUTE FOR THE MANAGEMENT OF SPORT AND PHYSICAL ACTIVITY

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

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 trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable 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 trustees are responsible for the other information. The other information comprises the information included in the Trustees' Report. 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.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept by the charity; or
- sufficient accounting records have not been kept; or
- the charity financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees 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 charity's trustees as a body for our audit work, for this report, or for the opinions we have formed.

The Chartered Institute For The Management Of Sport And Physical Activity

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE CHARTERED
INSTITUTE FOR THE MANAGEMENT OF SPORT AND PHYSICAL ACTIVITY**

..... *Haysmacintyre LLP*
Haysmacintyre LLP
Statutory Auditors

10 Queen Street Place
London
EC4R 1AG

Date *28/5/19*

Haysmacintyre LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

The Chartered Institute For The Management Of Sport And Physical Activity

STATEMENT OF FINANCIAL ACTIVITIES (incorporating income and expenditure account) FOR THE YEAR ENDED 31 DECEMBER 2018

	Note	Year ended 31 December 2018			Year ended 31 December 2017		
		Restricted funds £	Unrestricted funds £	Total funds £	Restricted funds £	Unrestricted funds £	Total funds £
Income and endowments from:							
Donations and legacies	2	-	-	-	-	-	-
Charitable activities	3	758,100	527,373	1,285,473	461,104	501,038	962,142
Other trading activities	4	-	1,913	1,913	-	14,914	14,914
Investment income	5	-	7,040	7,040	-	6,949	6,949
Other	6	-	1,726	1,726	-	1,015	1,015
Total		758,100	538,052	1,296,152	461,104	523,916	985,020
Expenditure on:							
Raising funds	7	13,149	8,053	21,202	38,375	70,396	108,771
Charitable activities	8	711,408	461,022	1,172,430	400,231	448,955	849,186
Total		724,557	469,075	1,193,632	438,606	519,351	957,957
Net losses/(gains) on investments	15	-	(14,859)	(14,859)	-	15,136	15,136
Net income/(expenditure)		33,543	54,118	87,661	22,498	19,701	42,199
Transfers between funds	20	(33,543)	33,543	-	(22,498)	22,498	-
Net movement in funds		-	87,661	87,661	-	42,199	42,199
Reconciliation of funds:							
Total funds brought forward		-	152,751	152,751	-	110,552	110,552
Total funds carried forward	20	-	240,412	240,412	-	152,751	152,751

All income arises from the continuing activities of the Institute. There were no other recognised gains or losses other than those stated above.

The notes on pages 21 to 35 form part of these financial statements.

The Chartered Institute For The Management Of Sport And Physical Activity

BALANCE SHEET

		31 December 2018		31 December 2017
	Note	£	£	£
FIXED ASSETS				
Intangible assets	14		50,449	51,632
Tangible assets	14		20,792	15,134
Investments	15		185,237	200,690
			256,478	267,456
<i>Total fixed assets</i>				
CURRENT ASSETS				
Stocks	16	1,405		2,076
Debtors	17	105,428		145,652
Cash at bank and in hand	23	215,785		131,308
			322,618	279,036
<i>Total current assets</i>				
CREDITORS: amounts falling due within one year	18	(338,684)		(393,741)
			(16,066)	(114,705)
<i>Net current assets/(liabilities)</i>				
Total net assets			240,412	152,751
The funds of the charity:				
Restricted income funds	20		-	-
Unrestricted funds	20		240,412	152,751
			240,412	152,751
Total charity funds				
			240,412	152,751

These financial statements were approved by the Trustees on 15 May 2019 and signed on their behalf, by:



M.Woods

The notes on pages 21 to 35 form part of these financial statements.

The Chartered Institute For The Management Of Sport And Physical Activity

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2018

		31 December 2018		31 December 2017
	Note	£	£	£
Cash flows from operating activities:				
<i>Net cash (used in)/provided by operating activities</i>	22		111,134	149,730
Cash flows from investing activities:				
Dividends and interest from investments		7,040		6,949
Purchase of fixed assets		(34,290)		(31,717)
Proceeds from sale of investments		593		180,726
Purchase of investments		-		(179,505)
<i>Net cash used in investing activities</i>			(26,657)	(23,547)
Change in cash and cash equivalents in the year			84,477	126,183
Cash and cash equivalents at 1 January			131,308	5,125
Cash and cash equivalents at 31 December	23		215,785	131,308

The notes on pages 21 to 35 form part of these financial statements.

The Chartered Institute For The Management Of Sport And Physical Activity

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and the Republic of Ireland (the FRS102 SORP), the Financial Reporting Standard applicable in the United Kingdom and the Republic of Ireland (FRS102) and the Charities Act 2011. The Institute meets the definition of a public benefit entity under FRS102. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value.

1.2 Going concern

Following their assessment of the current position, future forecasts and funding opportunities the Trustees are satisfied that the Institute continues to be a going concern and the financial statements have been prepared on this basis. Formal documentation reflecting the grant award from Sport England referred to in the Trustees Report is expected to be signed in the next month.

1.3 Legal status of the Institute

The Institute is a registered charity in England and Wales and a chartered body constituted under Royal Charter and Statutes in the United Kingdom, whose registered office and primary place of business is at SportPark Loughborough University, 3 Oakwood Drive, Loughborough, Leicestershire LE11 3QF. It has no share capital. Its principal activities are to promote professional development of its membership and of the sector more widely, through the facilitation of high quality development opportunities aligned to its professional development framework.

1.4 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Institute and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or grant-making bodies, or funds which have been raised by the Institute for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

1.5 Income

All income is included in the statement of financial activities when the Institute is entitled to the income, receipt is probable and the amount can be quantified with reasonable accuracy. Income is measured at the fair value of the consideration received or receivable, net of discounts and value added tax. Our major sources of income are recognised as follows:

Membership and partnership – subscriptions are recognised on an accruals basis in accordance with the subscription period applicable, with amounts related to unexpired subscription periods being deferred to the future period.

Sale of goods and services – income is recognised at the point of despatch of goods or delivery of services in accordance with the terms of the applicable contract.

The Chartered Institute For The Management Of Sport And Physical Activity

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

1. ACCOUNTING POLICIES (continued)

Grants receivable (performance related) – grant incomes are recognised at the time and to the extent that the activity required by the funding agreement has been completed and expenditure incurred. Grant received in excess of the amount so recognised is deferred to the future period, with additional grant receivable forming part of accrued income.

1.6 Expenditure

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

1.7 Apportionment of costs between activities

Support costs are those functions that assist the work of the Institute but are not directly raising funds or charitable activities. Support costs include governance costs, staff costs, back office costs, legal and professional costs, insurance and financing costs. Governance costs are those incurred in connection with administration of the Institute and compliance with constitutional and statutory requirements.

These costs have been allocated between the Institute's primary cost headings firstly through identifications of any component costs specific to such headings, and thereafter on the basis set out in note 10 to the accounts.

1.8 Significant judgements and estimates

Preparation of the financial statements may require management to make significant judgements and estimates.

There are no significant judgements or estimates having a material effect on the financial statements.

1.9 Fixed assets, amortisation and depreciation

All assets costing more than £500 are capitalised.

Intangible fixed assets are stated at cost less amortisation, and tangible fixed assets are stated at cost less depreciation. Amortisation/depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Intangible assets:	Software licences	20% - 33% per annum straight line
Tangible assets:	Computer equipment	20% - 50% per annum straight line
	Fixtures & fittings	10% per annum straight line

In determining the useful life of tangible assets, consideration is given to historic experience of wear and tear on the assets concerned. For intangible assets, technological advances are such that a useful life of 5 years is considered appropriate in most cases, limited to the minimum licence period if less than 5 years.

The Chartered Institute For The Management Of Sport And Physical Activity

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

1. ACCOUNTING POLICIES (continued)

Impairment reviews

A review for impairment of fixed assets is carried out annually, and further, where events or changes in circumstances indicate that the carrying amount of the fixed asset may otherwise be overstated. Such events or changes in circumstances include changes in useful life arising from changes in business activities or environment, significant decline in an asset's market value during the period, or evidence of obsolescence or physical damage to the asset. Impairment losses arising are charged to the statement of financial activities.

Where the impairment is subsequently reduced or removed the carrying value is reinstated to the lower of the revised value or the amount at which it would have been carried had no impairment occurred, the amount of impairment released being credited to the statement of financial activities.

1.10 Investments

Investments are stated at market value at the balance sheet date. The statement of financial activities includes the net gains and losses arising on revaluations and disposals throughout the year.

1.11 Operating leases

Rentals under operating leases are charged to the statement of financial activities on a straight line basis over the lease term. Benefits received and receivable as an incentive to sign an operating lease are recognised on a straight line basis over the lease term.

1.12 Financial Instruments

The Institute only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently at their settlement value at the balance sheet date.

1.13 Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow moving stocks.

1.14 Debtors

Trade and other debtors are measured at transaction price, less any impairment. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.15 Creditors

Short term trade creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value.

1.16 Pensions

The pension costs charged in the financial statements comprise the contributions payable by the Institute during the year for two defined contribution personal pension plans for staff. The Institute contributes up to a maximum of 6% and 10% respectively of an employee's eligible pay for those employees having such plans.

The Chartered Institute For The Management Of Sport And Physical Activity

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

2. INCOME FROM DONATIONS AND LEGACIES

	Restricted funds 2018 £	Unrestricted funds 2018 £	Total funds 2018 £	Unrestricted and Total funds 2017 £
Donations and legacies received	-	-	-	-

There were no donations received during the year.

3. INCOME FROM CHARITABLE ACTIVITIES

2018	Restricted funds 2018 £	Unrestricted funds 2018 £	Total funds 2018 £
Membership and partnership	-	287,106	287,106
Sale of goods and services	-	234,827	234,827
Grants receivable	758,100	-	758,100
Ancillary trading	-	5,440	5,440
	758,100	527,373	1,285,473

2017	Restricted funds 2017 £	Unrestricted funds 2017 £	Total funds 2017 £
Membership and Partnership incomes	-	270,001	270,001
Sale of goods and services	-	221,497	221,497
Grants receivable	461,104	-	461,104
Ancillary trading	-	9,540	9,540
	461,104	501,038	962,142

The grant receivable relates to grant income brought forward into 2018 and expended in the year in relation to the award by Sport England in July 2017. In March 2018 a further award in the sum of £644,000 to continue to support workforce development in 2018/2019 was made as part of a two year award. The second year of this award has subsequently been superseded by an award of £2,250,000 for each of the next two years, covering 1st April 2019 to 31st March 2021. Part of the amount received in 2018 related to activities in the first quarter of 2019 is carried forward as deferred income (note 19).

The Chartered Institute For The Management Of Sport And Physical Activity

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

4. INCOME FROM OTHER ACTIVITIES

	Restricted funds 2018 £	Unrestricted funds 2018 £	Total funds 2018 £	Unrestricted and Total funds 2017 £
National and regional events	-	-	-	833
Non-charitable trading	-	1,913	1,913	14,081
	-	1,913	1,913	14,914

5. INVESTMENT INCOME

	Restricted funds 2018 £	Unrestricted funds 2018 £	Total funds 2018 £	Unrestricted and Total funds 2017 £
Dividends received	-	5,860	5,860	6,670
Interest receivable	-	1,180	1,180	279
	-	7,040	7,040	6,949

6. OTHER INCOME

Other income comprises royalties earned from licensing of the Institute's intellectual property rights to third parties.

7. EXPENDITURE ON RAISING FUNDS

2018	Activities undertaken directly 2018 £	Grant funding of activities 2018 £	Support costs 2018 £	Total 2018 £
National & regional events	3,146	10,555	6,068	19,769
Non-charitable trading activities	316	420	202	938
Investment management costs	495	-	-	495
	3,957	10,975	6,270	21,202

The Chartered Institute For The Management Of Sport And Physical Activity

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

7. EXPENDITURE ON RAISING FUNDS (continued)

2017	Activities undertaken directly 2017	Grant funding of activities 2017	Support costs 2017	Total 2017
National & regional events	41,830	38,124	23,153	103,107
Non-charitable trading activities	4,407	250	241	4,898
Investment management costs	766	-	-	766
	47,003	38,374	23,394	108,771

8. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

2018	Activities undertaken directly 2018 £	Grant funding of activities 2018 £	Support costs 2018 £	Total 2018 £
Memberships and Partnerships	215,808	595,893	328,411	1,140,112
Sale of goods and services	21,649	685	1,989	24,323
Ancillary trading	7,451	106	438	7,995
Total	244,908	596,684	330,838	1,172,430

2017	Activities undertaken directly 2017 £	Grant funding of activities 2017 £	Support costs 2017 £	Total 2017 £
Memberships and Partnerships	218,928	398,038	174,159	791,125
Sale of goods and services	40,198	1,674	2,660	44,532
Ancillary trading	11,720	519	1,290	13,529
Total	270,846	400,231	178,109	849,186

The Chartered Institute For The Management Of Sport And Physical Activity

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

9. GOVERNANCE COSTS

Governance costs comprise the following:

	2018	2017
	£	£
Auditors' remuneration	7,775	8,100
Trustee indemnity insurance	1,232	1,210
Board, Committee and General meeting expenses	16,632	10,512
Directly allocated salaries	64,958	28,576
Governance review costs	-	3,586
External consultancy and support	5,984	14,035
Chairman's fees	5,667	2,667
Legal fees	1,500	-
	<u>103,748</u>	<u>68,686</u>

10. ALLOCATION OF SUPPORT and GOVERNANCE COSTS

2018	Charitable Activities				Total
	Raising Funds	Memberships and partnerships	Sale of goods and services	Ancillary trading	
	2018	2018	2018	2018	
The allocation is based upon staff costs in each instance	£	£	£	£	£
Governance costs	1,930	612	101,071	135	103,748
Staff & related costs	1,695	538	88,800	118	91,151
Office costs	1,806	573	94,585	126	97,090
Legal & professional costs	70	22	3,672	5	3,769
Insurance and financing costs	769	244	40,283	54	41,350
Total	<u>6,270</u>	<u>1,989</u>	<u>328,411</u>	<u>438</u>	<u>337,108</u>

2017	Charitable Activities				Total
	Raising Funds	Memberships and partnerships	Sale of goods and services	Ancillary trading	
	2017	2017	2017	2017	
The allocation is based upon staff costs in each instance	£	£	£	£	£
Governance costs	7,974	907	59,366	439	68,686
Staff & related costs	3,731	424	27,772	206	32,133
Office costs	7,087	806	52,756	391	61,040
Legal & professional costs	181	21	1,352	10	1,564
Insurance and financing costs	4,421	502	32,913	244	38,080
Total	<u>23,394</u>	<u>2,660</u>	<u>174,159</u>	<u>1,290</u>	<u>201,503</u>

The Chartered Institute For The Management Of Sport And Physical Activity

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

* Staff costs are allocated on an estimate of staff time spent on each activity. Overhead and other costs are allocated directly to activities as applicable. Remaining support costs are allocated to activities pro-rata to directly allocated staff costs

11. NET INCOME / (EXPENDITURE) FOR THE YEAR

This is stated after charging:	2018	2017
	£	£
Amortisation and depreciation of owned fixed assets	29,815	24,926
Operating Leases: Land & Buildings	35,348	17,148
Annual General Meeting costs	2,869	1,106
Auditors' remuneration - Audit services (net of VAT)	7,775	8,100
	<u>7,775</u>	<u>8,100</u>

12. STAFF COSTS

Staff costs were as follows:

	2018	2017
	£	£
Salaries	622,205	450,642
Social security costs	67,047	48,380
Contributions to defined contribution pension schemes	26,314	17,357
Other benefits	14,425	17,828
	<u>729,991</u>	<u>534,207</u>

The average monthly number of employees during the period was as follows:

	2018	2017
	No.	No.
Average number of employees	15	13

The number of higher paid employees was:

	2018	2017
	No.	No.
In the band £80,001 - £90,000	1	-
In the band £100,001 - £110,000	-	1
In the band £110,001 - £120,000	1	-

During the year, 5 Trustees received reimbursement of travel & subsistence expenses totalling £770 (2017 – 4 Trustees, total £2,338). Marc Woods, Chair has received remuneration of £6,667 (2017 - £2,667). No other Trustee received any remuneration or other benefits. The key management personnel of the Institute comprise the Trustees, the Chief Executive Officer, Director of Strategy and Head of Finance. The total employee benefits of key management personnel of the Institute for the year were £275,081 (2017: £192,908).

The Chartered Institute For The Management Of Sport And Physical Activity

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

13. RELATED PARTY TRANSACTIONS

The following related party transactions took place with the Institute during the year:

Name of related party and description of relationship	Description of transactions(s)	Amount (including VAT) £	Balance at 31 December, 2018 £
Nick Masson – Trustee, Director of Bigwave Media Limited	Skills Development Partner fee payable to CIMSPA	£150	-
David Monkhouse – Trustee, Director of Leisure-Net Solutions Limited	Accommodation costs payable by CIMSPA for Active Net conference	£237	£118
Jon Argent – Trustee, Director of GLL	Employees' membership fees payable to CIMSPA	£5,920	£1,520
Sandra Dodd – Trustee, Director of Places for Leisure	Skills Development Partner fee payable to CIMSPA Employees' membership fees payable to CIMSPA	£250 £33,768	- £1,152
Marc Woods – Trustee, Director of Youth Sports Direct Limited	Skills Development Partner fee payable to CIMSPA	£250	-
Manos Kapterian – Trustee, Director of Pearson	Awarding Organisation Partner fee payable to CIMSPA	£10,000	-

None of the transactions were subject to any security or guarantees, and all were subject to the supplying organisation's standard terms and conditions as applicable to the type of supply. No amounts were written off or provided against as bad or doubtful debts during the year. Six out of ten of the Trustees held membership of CIMSPA during 2018 on the same terms and conditions applicable to all members. All subscriptions were levied at amounts applicable generally to members within the same membership category, with standard membership payment options available.

The Chartered Institute For The Management Of Sport And Physical Activity

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018

14. INTANGIBLE and TANGIBLE FIXED ASSETS

	Intangible Assets Software licences	Tangible Assets		Total tangible assets £
	£	Computer equipment £	Fixtures and fittings £	
Cost:				
At 1 January 2018	92,195	15,628	9,959	25,587
Additions	22,500	11,790	-	11,790
Disposals	-	-	-	-
At 31 December 2018	114,695	27,418	9,959	37,377
Amortisation and depreciation:				
At 1 January 2018	40,563	7,958	2,495	10,453
Charge for the period	23,683	5,385	747	6,132
On disposals	-	-	-	-
At 31 December 2018	64,246	13,343	3,242	16,585
Net book value				
At 31 December 2018	50,449	14,075	6,717	20,792
At 1 January 2018	51,632	7,670	7,464	15,134

There were no assets held under finance leases or hire purchase contracts as at 31 December 2018 (2017 – none).

Amortisation is charged to “support costs – insurance & financing costs” before further allocation to activities as described in note 10.

The Chartered Institute For The Management Of Sport And Physical Activity

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

15. FIXED ASSET INVESTMENTS

	UK registered unit trust 2018 £	Cash 2018 £	Total 2018 £	Total 2017 £
Market value				
At 1 January 2018	200,331	359	200,690	186,775
Additions	-	-	-	188,755
Disposals	(696)	-	(696)	(180,726)
Realised gains	696	-	696	3,560
Unrealised gains	(15,556)	-	(15,556)	11,576
Other cash movements	-	103	103	(9,250)
At 31 December 2018	184,775	462	185,237	200,690

Until February 2017, CIMSPA had invested monies in investments and securities managed on its behalf by Barclays Wealth, a division of Barclays Bank PLC. The funds were transferred to Barclays Charity Fund – Discretionary portfolio in February 2017.

16. STOCKS

	2018 £	2017 £
Goods for resale	1,405	2,076

17. DEBTORS

	2018 £	2017 £
Trade debtors	82,993	102,035
Prepayments and accrued income	22,435	43,617
	105,428	145,652

An impairment gain of £134 (2017: loss £27,776) was recognised against trade debtors.

The Chartered Institute For The Management Of Sport And Physical Activity

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

18. CREDITORS – amounts falling due within one year

	2018	2017
	£	£
Trade creditors	42,465	81,638
Accruals	55,413	47,258
Deferred income (note 19)	186,949	227,999
Taxation and social security	32,600	20,556
Other creditors	21,257	16,290
	<u>338,684</u>	<u>393,741</u>

19. DEFERRED INCOME

Deferred income comprises income in relation to the unexpired membership and partnership subscription periods and in relation to unexpired periods of endorsements, together with income received in advance of the delivery of goods or services, as applicable at the end of the financial year. It also includes deferred grant income related to the unexpired period of grant-funded services themselves recognised as prepayments.

	2018			2017		
	Subscriptions £	Grants £	Other £	Subscriptions £	Grants £	Other £
At 1 January 2018	107,121	65,269	55,609	80,429	20,349	6,734
Income deferred during the year	129,821	18,388	38,740	107,121	65,269	55,609
Amounts released from previous years	(107,121)	(65,269)	(55,609)	(80,429)	(20,349)	(6,734)
At 31 December 2018	<u>129,821</u>	<u>18,388</u>	<u>38,740</u>	<u>107,121</u>	<u>65,269</u>	<u>55,609</u>

20. ANALYSIS OF CHARITABLE FUNDS

2018	Sport England Restricted	General Unrestricted	Total funds
	2018 £	2018 £	2018 £
At 1 January 2018	-	152,751	152,751
Income	758,100	538,052	1,296,152
Expenditure	(724,557)	(469,075)	(1,193,632)
Transfers (see note following)	(33,543)	33,543	-
Gains on investments	-	(14,859)	(14,859)
At 31 December 2018	<u>-</u>	<u>240,412</u>	<u>240,412</u>

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

20. ANALYSIS OF CHARITABLE FUNDS (continued)

2017	Sport England Restricted	General Unrestricted	Total funds
	2017	2017	2017
	£	£	£
At 1 January 2017	-	110,552	110,552
Income	461,104	523,916	985,020
Expenditure	(438,606)	(519,351)	(957,957)
Transfers (see note following)	(22,498)	22,498	-
Gains on investments	-	15,136	15,136
At 31 December 2017	-	152,751	152,751

Restricted funds relate to the Sport England grant set out in note 3. Many of the key aims and objectives of the CIMSPA outlined in the Trustees report dovetail with those of Sport England. The grant is provided to support these aims.

Transfers:

This wholly represents grant funding received relating to capital expenditure incurred in the year, and which has no ongoing restrictions regarding use or ownership.

21. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted funds	Unrestricted funds	Total funds	Unrestricted and Total funds
	2018	2018	2018	2017
	£	£	£	£
Intangible fixed assets	-	50,449	50,449	51,632
Tangible fixed assets	-	20,792	20,792	15,134
Fixed asset investments	-	185,237	185,237	200,690
Current assets	-	322,618	322,618	269,854
Creditors due within one year	-	(338,684)	(338,684)	(384,559)
Creditors due after more than one year	-	-	-	-
	-	240,412	240,412	152,751

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

22. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2018	2017
	£	£
Net income/(expenditure) for the year (as per the statement of financial activities)	87,661	42,199
<u>Adjustments for:</u>		
Amortisation and depreciation charges	29,815	24,926
(Gains)/losses on investments	14,860	(15,136)
Dividends and interest from investments	(7,040)	(6,949)
Decrease in stocks	671	699
(Increase)/decrease in debtors	40,224	(59,038)
Increase/(decrease) in creditors	(55,057)	163,029
Net cash provided by operating activities	111,134	149,730

23. ANALYSIS OF CASH AND CASH EQUIVALENTS

	2018	2017
	£	£
Cash at bank and in hand	215,785	131,308

24. FINANCIAL INSTRUMENTS

	2018	2017
	£	£
Financial assets		
Financial assets measured at fair value through income and expenditure	185,237	200,690
Financial assets that are debt instruments measured at amortised cost	300,557	235,598
Financial liabilities		
Financial liabilities measured at amortised cost	(151,735)	(165,743)

Financial assets measured at fair value through income and expenditure comprises investments in UK listed securities.

Financial assets measured at amortised cost comprise cash at bank, trade debtors and accrued income.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018**

24. FINANCIAL INSTRUMENTS (continued)

Financial liabilities measured at amortised cost comprise trade creditors, accruals, taxation and social security and other creditors.

The Institute's income, expense, gains and losses in respect of financial instruments are summarised below:

	2018	2017
	£	£
Total investment income for financial assets measured at fair value through income and expenditure	7,040	3,404
Net gains on financial assets measured at fair value through income and expenditure	(14,860)	15,136
Impairment losses on financial assets measured at amortised cost	(134)	27,776

25. PENSION COMMITMENTS

The Institute operates a defined contribution pension scheme. The assets of the schemes are held separately from those of the Institute in independently administered funds. The pension cost charge shown in note 12 represents contributions payable by the Institute to these funds.

Pension costs form part of staff costs, and are allocated across activities and between restricted and unrestricted funds on the basis of staff time as described in note 10.

There were outstanding pension contributions at the end of the year totally £4,430 (2017 - £nil). These amounts were all paid to the relevant scheme after the year end.

26. OPERATING LEASE COMMITMENTS

The Institute has the following minimum lease payments due in relation to non-cancellable operating leases :

	Land & Buildings 2018	Land & Buildings 2017
	£	£
Amount payable within 1 year	35,112	42,037
Amount payable between 1 and 5 years	140,448	123,053
Amount payable after more than 5 years	<u>55,594</u>	<u>79,472</u>

Under the terms of the lease the Institute has the right to break the day before any anniversary (not before the fifth anniversary), subject to three months' prior written notice. The lease is due to expire on 31 July 2025.

Operating lease costs recognised in the year are shown in note 11.

