

REPORT OF THE DIRECTORS AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2011

FOR

INTERNATIONAL FEDERATION OF PROFESSIONAL  
AROMATHERAPISTS

DRAFT

INTERNATIONAL FEDERATION OF PROFESSIONAL  
AROMATHERAPISTS

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FOR THE YEAR ENDED 31 MARCH 2011

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INTERNATIONAL FEDERATION OF PROFESSIONAL  
AROMATHERAPISTS

COMPANY INFORMATION  
FOR THE YEAR ENDED 31 MARCH 2011

DIRECTORS: A Leach  
I Smith  
Mrs P A Stephens  
S B Charles-Lyth  
Ms A Broadey  
Ms J Duffy  
V Hinks  
Mrs C L Carta  
Mrs S Mann

SECRETARY: C E Morris

REGISTERED OFFICE: 82 Ashby Road  
Hinckley  
Leicestershire  
LE10 1SN

REGISTERED NUMBER: 04388652 (England and Wales)

ACCOUNTANTS: Cunningtons  
Edward House  
Grange Business Park  
Whetstone  
Leicester  
LE8 6EP

BANKERS: HSBC Bank Plc  
10 Market Place  
Hinckley  
Leicestershire  
LE10 1NU

SOLICITORS: Penningtons  
Bucklesbury House  
83 Cannon Street  
London  
EC4N 8PE

INTERNATIONAL FEDERATION OF PROFESSIONAL  
AROMATHERAPISTS

REPORT OF THE DIRECTORS  
FOR THE YEAR ENDED 31 MARCH 2011

The directors present their report with the financial statements of the company for the year ended 31 March 2011.

**PRINCIPAL ACTIVITY**

The principal activity of the company in the year under review was that of a Charity whose objects include the preservation of health by advancing the knowledge, practice and expertise in aromatherapy by education, teaching and training.

**REVIEW OF BUSINESS**

The directors are pleased to note the surplus which has arisen in the year and have put in place a number of incentives to utilise those funds in education, research and welfare projects for the benefit of the membership, students etc.

**DIRECTORS**

The directors shown below have held office during the whole of the period from 1 April 2010 to the date of this report.

A Leach  
Mrs P A Stephens  
S B Charles-Lyth  
V Hinks  
Mrs C L Carta  
Mrs S Mann

Other changes in directors holding office are as follows:

I Smith - appointed 17 January 2011  
Ms A Broadey - appointed 17 January 2011  
Ms J Duffy - appointed 6 November 2010  
K Sherwood - resigned 21 June 2010  
Miss S F Robbins - resigned 1 June 2010

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:

C E Morris - Secretary

28 October 2011

INTERNATIONAL FEDERATION OF PROFESSIONAL  
AROMATHERAPISTS

PROFIT AND LOSS ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2011

	Notes	2011 £	2010 £
TURNOVER		144,466	151,219
Administrative expenses		<u>146,244</u>	<u>131,252</u>
OPERATING (LOSS)/PROFIT	3	(1,778)	19,967
Interest receivable and similar income		<u>52</u>	<u>39</u>
		(1,726)	20,006
Interest payable and similar charges	4	<u>1,718</u>	<u>2,025</u>
(LOSS)/PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION		(3,444)	17,981
Tax on (loss)/profit on ordinary activities	5	<u>-</u>	<u>-</u>
(LOSS)/PROFIT FOR THE FINANCIAL YEAR		<u><u>(3,444)</u></u>	<u><u>17,981</u></u>

The notes form part of these financial statements

INTERNATIONAL FEDERATION OF PROFESSIONAL  
AROMATHERAPISTS

BALANCE SHEET  
31 MARCH 2011

	Notes	2011		2010	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	6		127,797		130,017
<b>CURRENT ASSETS</b>					
Stocks	7	1,200		6,102	
Debtors	8	7,032		10,030	
Cash at bank and in hand		46,774		55,923	
			<u>55,006</u>		<u>72,055</u>
<b>CREDITORS</b>					
Amounts falling due within one year	9	21,718		29,177	
<b>NET CURRENT ASSETS</b>			<u>33,288</u>		<u>42,878</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			161,085		172,895
<b>CREDITORS</b>					
Amounts falling due after more than one year	10		33,600		41,966
<b>NET ASSETS</b>			<u><u>127,485</u></u>		<u><u>130,929</u></u>
<b>RESERVES</b>					
Profit and loss account	12		127,485		130,929
			<u><u>127,485</u></u>		<u><u>130,929</u></u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2011.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2011 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The notes form part of these financial statements

INTERNATIONAL FEDERATION OF PROFESSIONAL  
AROMATHERAPISTS

BALANCE SHEET - continued  
31 MARCH 2011

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Directors on 28 October 2011 and were signed on its behalf by:

A Leach - Director

DRAFT

The notes form part of these financial statements

INTERNATIONAL FEDERATION OF PROFESSIONAL  
AROMATHERAPISTS

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2011

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Turnover

Turnover represents net invoiced sales of services, excluding value added tax.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- 2% on cost
Fixtures and fittings	- 20% on reducing balance
Computer equipment	- 25% on cost

Stocks

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

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the profit and loss account on a straight line basis over the period of the lease.

2. STAFF COSTS

	2011	2010
	£	£
Wages and salaries	42,684	42,803
Social security costs	2,587	2,501
	<u>45,271</u>	<u>45,304</u>

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

	2011	2010
Administration staff	<u>4</u>	<u>5</u>

3. OPERATING (LOSS)/PROFIT

The operating loss (2010 - operating profit) is stated after charging:

	2011	2010
	£	£
Depreciation - owned assets	<u>3,760</u>	<u>3,511</u>

INTERNATIONAL FEDERATION OF PROFESSIONAL  
AROMATHERAPISTS

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2011

3. OPERATING (LOSS)/PROFIT - continued

Directors' remuneration

	-	-
	<u>          </u>	<u>          </u>

4. INTEREST PAYABLE AND SIMILAR CHARGES

Interest payable and similar charges includes the following:

	2011 £	2010 £
Mortgage	1,718	2,025
	<u>          </u>	<u>          </u>

5. TAXATION

Analysis of the tax charge

No liability to UK corporation tax arose on ordinary activities for the year ended 31 March 2011 nor for the year ended 31 March 2010.

6. TANGIBLE FIXED ASSETS

	Freehold property £	Improvements to property £	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>					
At 1 April 2010	135,000	2,284	6,141	12,615	156,040
Additions	-	-	-	1,540	1,540
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
At 31 March 2011	135,000	2,284	6,141	14,155	157,580
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>DEPRECIATION</b>					
At 1 April 2010	8,100	1,114	4,575	12,234	26,023
Charge for year	2,700	234	312	514	3,760
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
At 31 March 2011	10,800	1,348	4,887	12,748	29,783
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>NET BOOK VALUE</b>					
At 31 March 2011	124,200	936	1,254	1,407	127,797
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
At 31 March 2010	126,900	1,170	1,566	381	130,017
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

7. STOCKS

	2011 £	2010 £
Stocks	1,200	6,102
	<u>          </u>	<u>          </u>

INTERNATIONAL FEDERATION OF PROFESSIONAL  
AROMATHERAPISTS

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2011

8.	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2011 £	2010 £
	Trade debtors	285	2,186
	Other debtors	6,747	7,844
		<u>7,032</u>	<u>10,030</u>
9.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2011 £	2010 £
	Bank loans and overdrafts	8,220	19,625
	Taxation and social security	659	-
	Other creditors	12,839	9,552
		<u>21,718</u>	<u>29,177</u>
10.	CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR	2011 £	2010 £
	Bank loans	33,600	41,966
	Amounts falling due in more than five years:		
	Repayable by instalments		
	Bank loans due after 5 years	2,816	11,182
11.	SECURED DEBTS		
	The following secured debts are included within creditors:		
		2011 £	2010 £
	Mortgage	41,295	49,661
		<u>41,295</u>	<u>49,661</u>

The mortgage is secured against the Company's freehold property, IFPA House, Ashby Road, Hinckley.

INTERNATIONAL FEDERATION OF PROFESSIONAL  
AROMATHERAPISTS

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2011

12. RESERVES

Profit  
and loss  
account  
£

At 1 April 2010  
Deficit for the year

130,929  
(3,444)

At 31 March 2011

127,485

13. RELATED PARTY DISCLOSURES

During the year transactions with trustees took place in respect of reimbursed expenditure relating to the following areas:

AGM & Conferences	1,912
School Inspections	20
Public Relations	286
Aromatherapy Consortium	35
Seminar Attendance	99
Schools Meetings	545
Council Meetings	3,797
Autumn Conference	773
Postage	36
Equipment Repairs	58

All transactions were at arms length.

STATEMENT BY THE DIRECTORS  
ON THE UNAUDITED FINANCIAL STATEMENTS OF  
INTERNATIONAL FEDERATION OF PROFESSIONAL  
AROMATHERAPISTS

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

- ensure that the company has kept proper accounting records;
- prepare financial statements which give a true and fair view of the state of the company as at 31 March 2011 and of its loss for that period in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008); and
- follow the applicable accounting policies, subject to any material departures disclosed and explained in the notes to the financial statements.

ON BEHALF OF THE BOARD:

A Leach - Director

28 October 2011

DRAFT

CHARTERED CERTIFIED ACCOUNTANTS' INDEPENDENT ASSURANCE REPORT  
TO THE BOARD OF DIRECTORS  
ON THE UNAUDITED FINANCIAL STATEMENTS OF  
INTERNATIONAL FEDERATION OF PROFESSIONAL  
AROMATHERAPISTS

We have performed certain procedures in respect of the company's unaudited financial statements for the year ended 31 March 2011 on pages three to nine, made enquiries of the company's directors and assessed accounting policies adopted by the directors, in order to gather sufficient evidence for our conclusion in this report.

This report is made solely to the company's directors, as a body, in accordance with our terms of engagement. It has been released to the directors on the basis that this report shall not be copied, referred to or disclosed, in whole (save for the directors' own internal purposes or as may be required by law or by a competent regulator) or in part, without our prior written consent. Our work has been undertaken so that we might state to the directors those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's directors as a body for our work, for this report or the conclusions we have formed.

#### Respective responsibilities

You have confirmed that you have met your duty as set out in the directors' statement on page ten. You consider that the company is exempt from the statutory requirement for an audit for the year. Our responsibility is to form and express an independent conclusion, based on the work carried out, to you on the financial statements.

#### Scope

We conducted our engagement in accordance with the Institute of Chartered Accountants in England & Wales Interim Technical Release AAF 03/06. Our work was based primarily upon enquiry, analytical procedures and assessing accounting policies in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). If we considered it to be necessary, we also performed limited examination of evidence relevant to certain balances and disclosures in the financial statements where we became aware of matters that might indicate a risk of material misstatement in the financial statements.

The terms of our engagement exclude any requirement to carry out a comprehensive assessment of the risks of material misstatement, a consideration of fraud, laws, regulations or internal controls, and we have not done so. We are not required to, and we do not, express an audit opinion on these financial statements.

#### Conclusion

Based on our work, nothing has come to our attention to refute the directors' confirmation that in accordance with the Companies Act 2006 the financial statements give a true and fair view of the state of the company's affairs as at 31 March 2011 and of its loss for the year then ended and have been properly prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Cunningtons  
Edward House  
Grange Business Park  
Whetstone  
Leicester  
LE8 6EP

28 October 2011

This page does not form part of the statutory financial statements

INTERNATIONAL FEDERATION OF PROFESSIONAL  
AROMATHERAPISTS

PROFIT AND LOSS ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2011

	2011		2010	
	£	£	£	£
Turnover				
Members	114,272		117,848	
Administration fees	4,436		5,212	
Schools	7,992		9,490	
Advertising	2,369		6,059	
AGM & conferences	9,268		6,707	
Sale of goods	711		1,796	
Insurance account adj	(817)		107	
Gift aid	6,235		4,000	
		144,466		151,219
Other income				
Deposit account interest		52		39
		144,518		151,258
Expenditure				
Rates and water	957		1,394	
Insurance	3,276		(535)	
Light and heat	1,581		6,028	
Wages	42,684		42,803	
Social security	2,587		2,501	
Other operating leases	3,724		1,226	
Website & other computer costs	3,409		6,186	
Telephone	1,847		1,911	
Post and stationery	24,089		10,369	
In Essence production costs	25,948		25,542	
Repairs and renewals	4,021		4,179	
Sundry expenses	682		1,167	
Accountancy	7,850		7,100	
Bookkeeping	735		210	
Legal fees	733		-	
Trustees expenditure	7,561		5,980	
Committees	-		629	
AGM & conferences	8,394		5,908	
Meetings	50		-	
Public relations expenses	45		2,512	
Exhibition & shows	111		305	
Donations	620		918	
		140,904		126,333
Carried forward		3,614		24,925

This page does not form part of the statutory financial statements

INTERNATIONAL FEDERATION OF PROFESSIONAL  
AROMATHERAPISTS

PROFIT AND LOSS ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2011

	2011		2010	
	£	£	£	£
Brought forward		3,614		24,925
Finance costs				
Bank charges	1,581		1,408	
Mortgage	1,718		2,025	
	<u>          </u>	3,299	<u>          </u>	3,433
		315		21,492
Depreciation				
Freehold property	2,699		2,700	
Improvements to property	234		297	
Fixtures and fittings	312		386	
Computer equipment	514		128	
	<u>          </u>	3,759	<u>          </u>	3,511
NET (LOSS)/PROFIT		<u><u>(3,444)</u></u>		<u><u>17,981</u></u>

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