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# FORM AR21

Trade Union and Labour Relations (Consolidation) Act 1992

## ANNUAL RETURN FOR A TRADE UNION

Name of Trade Union:	Institute of Football Management and Administration	
Year ended:	31 May 2015	
List no:	110T	
Head or Main Office:	St Georges Park Newborough Road Needwood Burton upon Trent DE13 9PD	
Website address (if available)	www.leaguemanagers.com	
Has the address changed during the year to which the return relates?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> (Click the appropriate box)
General Secretary:	Olaf Dixon	
Telephone Number:	01283 576350	
Contact name for queries regarding	Graham Mackrell	
Telephone Number:	01283 576350	
E-mail:	graham.mackrell@lmasecure.com	

**PLEASE FOLLOW THE GUIDANCE NOTES IN THE COMPLETION OF THIS RETURN.**

Any difficulties or problems in the completion of this return should be directed to the Certification Officer as below or by telephone to: 020 7210 3734

The address to which returns and other documents should be sent are:

**For Unions based in England and Wales:**

Certification Office for Trade Unions and Employers' Associations  
22<sup>nd</sup> Floor, Euston Tower, 286 Euston Road, London NW1 3JJ

**For Unions based in Scotland:**

Certification Office for Trade Unions and Employers' Associations  
Melrose House, 69a George Street, Edinburgh EH2 2JG



(Revised February 2011)

## OFFICERS IN POST AS AT 31<sup>ST</sup> MAY 2015

Chairman ~ Andrew Daykin

Secretary ~ Olaf Dixon

Treasurer ~ Graham Mackrell

Committee Members ~ John Barnwell, Alan Jones, David Richardson

# RETURN OF MEMBERS

(see notes 10 and 11)

	NUMBER OF MEMBERS AT THE END OF THE YEAR				
	Great Britain	Northern Ireland	Irish Republic	Elsewhere Abroad (including Channel Islands)	TOTALS
MALE	807				807
FEMALE	69				69
TOTAL	876				A 876

Number of members included in totals box 'A' above for whom no home or authorised address is held:

0
---

Number of members at end of year contributing to the General Fund

876
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## OFFICERS IN POST

(see note 12)

**Please attach as an annexe to this form a complete list of all officers in post at the end of the year to which this form relates, with the title of each persons office.**

## RETURN OF CHANGE OF OFFICERS

**Please complete the following to record any changes of officers during the twelve months covered by this return.**

Title of Office	Name of Officer ceasing to hold office	Name of Officer Appointed	Date

State whether the union is:

a. A branch of another trade union?

Yes

No

If yes, state the name of that other union:

b. A federation of trade unions?

Yes

No

If yes, state the number of affiliated unions:

and names:

# GENERAL FUND

(see notes 13 to 18)

	£	£
<b>INCOME</b>		
<b>From Members:</b> Contributions and Subscriptions		67,566
<b>From Members:</b> Other income from members (specify)		
<b>Total other income from members</b>		0
<b>Total of all income from members</b>		67,566
<b>Investment income (as at page 12)</b>		0
<b>Other Income</b>		
Income from Federations and other bodies (as at page 4)	0	
Income from any other sources (as at page 4)	72,000	
<b>Total of other income (as at page 4)</b>		72,000
		<b>TOTAL INCOME</b>
		139,566
<b>EXPENDITURE</b>		
<b>Benefits to members (as at page 5)</b>		19,100
<b>Administrative expenses (as at page 10)</b>		136,504
<b>Federation and other bodies (specify)</b>		
<b>Total expenditure Federation and other bodies</b>		0
<b>Taxation</b>		0
		<b>TOTAL EXPENDITURE</b>
		155,604
Surplus (deficit) for year		(16,038)
Amount of general fund at beginning of year		(56,918)
Amount of general fund at end of year		(72,956)

# ANALYSIS OF INCOME FROM FEDERATION AND OTHER BODIES AND OTHER INCOME

(see notes 19 and 20)

DESCRIPTION	£	£
<b>Federation and other bodies</b>		
<b>TOTAL FEDERATION AND OTHER BODIES</b>		
<b>Other income</b>		
Donations	29,000	
Sponsorship	43,000	
<b>TOTAL OTHER INCOME</b>		72,000
<b>TOTAL OF ALL OTHER INCOME</b>		72,000

# ANALYSIS OF BENEFIT EXPENDITURE SHOWN AT GENERAL FUND

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues		<b>brought forward</b>	19,100
Legal assistance	18,250	Education and Training services	
Human resources	850		
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications			
Advisory Services		Salary Costs	
Dispute Benefits		Other Benefits and Grants (specify)	
Other Cash Payments			
<b>carried forward</b>	19,100	<b>Total (should agree with figure in General Fund)</b>	19,100



(See notes 24 and 25)

<b>FUND 4</b>		<b>Fund Account</b>		
<b>Name:</b>		<b>£</b>	<b>£</b>	
<b>Income</b>	From members			
	Investment income (as at page 12)			
	Other income (specify)			
	<b>Total other income as specified</b>			
	<b>Total Income</b>			
<b>Expenditure</b>	Benefits to members			
	Administrative expenses and other expenditure (as at page 10)			
	<b>Total Expenditure</b>			
		<b>Surplus (Deficit) for the year</b>		
		<b>Amount of fund at beginning of year</b>		
		<b>Amount of fund at the end of year (as Balance Sheet)</b>		
		<b>Number of members contributing at end of year</b>		

<b>FUND 5</b>		<b>Fund Account</b>		
<b>Name:</b>		<b>£</b>	<b>£</b>	
<b>Income</b>	From members			
	Investment income (as at page 12)			
	Other income (specify)			
	<b>Total other income as specified</b>			
	<b>Total Income</b>			
<b>Expenditure</b>	Benefits to members			
	Administrative expenses and other expenditure (as at page 10)			
	<b>Total Expenditure</b>			
		<b>Surplus (Deficit) for the year</b>		
		<b>Amount of fund at beginning of year</b>		
		<b>Amount of fund at the end of year (as Balance Sheet)</b>		
		<b>Number of members contributing at end of year</b>		





(see notes 26 to 31)

<b>POLITICAL FUND ACCOUNT 1</b>		<b>To be completed by trade unions which maintain their own fund</b>		
		<b>£</b>	<b>£</b>	
<b>Income</b>	Members contributions and levies			
	Investment income (as at page 12)			
	Other income (specify)			
		Total other income as specified		
		Total income		
<b>Expenditure</b>	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)			
	Administration expenses in connection with political objects (specify)			
	Non-political expenditure			
			Total expenditure	
			Surplus (deficit) for year	
			Amount of political fund at beginning of year	
			Amount of political fund at the end of year (as Balance Sheet)	
			Number of members at end of year contributing to the political fund	
			Number of members at end of the year not contributing to the political fund	
Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund				

<b>POLITICAL FUND ACCOUNT 2</b>		<b>To be completed by trade unions which act as components of a central trade union</b>		
		<b>£</b>	<b>£</b>	
<b>Income</b>	Contributions and levies collected from members on behalf of central political fund			
	Funds received back from central political fund			
	Other income (specify)			
		Total other income as specified		
		Total income		
<b>Expenditure</b>	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)			
	Administration expenses in connection with political objects (specify)			
	Non-political expenditure			
			Total expenditure	
			Surplus (deficit) for year	
			Amount held on behalf of trade union political fund at beginning of year	
			Amount remitted to central political fund	
			Amount held on behalf of central political fund at end of year	
			Number of members at end of year contributing to the political fund	
			Number of members at end of the year not contributing to the political fund	
Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund				

# ANALYSIS OF ADMINISTRATIVE EXPENSES AND OTHER OUTGOINGS EXCLUDING AMOUNTS CHARGED TO POLITICAL FUND ACCOUNTS

(see notes 32 and 33)

	£
<b>Administrative Expenses</b>	
Remuneration and expenses of staff	64,108
Salaries and Wages included in above	£
Auditors' fees	3,750
Legal and Professional fees	
Occupancy costs	7,250
Stationery, printing, postage, telephone, etc.	
Expenses of Executive Committee (Head Office)	17
Expenses of conferences and training programme	25,631
Other administrative expenses (specify)	
Sundry	1,092
Seminars, meetings and coaching	34,656
<b>Other Outgoings</b>	
Interest payable:	
Bank loans (including overdrafts)	
Mortgages	
Other loans	
Depreciation	
Taxation	
Outgoings on land and buildings (specify)	
Other outgoings (specify)	
<b>Total</b>	<b>136,504</b>
Charged to:	
General Fund (Page 3)	136,504
Fund (Account )	
Fund (Account )	
Fund (Account )	
Fund (Account )	
<b>Total</b>	<b>136,504</b>



# ANALYSIS OF INVESTMENT INCOME

(see notes 45 and 46)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			
Dividends (gross) from:			
Equities (e.g. shares)			
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			0
Other investment income (specify)			
			0
		Total investment income	0
		Credited to:	
		General Fund (Page 3)	
		Fund (Account 2)	0
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Fund (Account )	
		Political Fund	
		Total Investment Income	0

# BALANCE SHEET as at 31 May 2015

(see notes 47 to 50)

Previous Year		£	£
0	<b>Fixed Assets</b> (at page 14)		0
	<b>Investments</b> (as per analysis on page 15)		
	Quoted (Market value £ )		
	Unquoted		
0	<b>Total Investments</b>		0
	<b>Other Assets</b>		
	Loans to other trade unions		
	Sundry debtors		0
15,988	Cash at bank and in hand		31,086
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
15,988	<b>Total of other assets</b>		31,086
15,988	<b>TOTAL ASSETS</b>		31,086
(56,918)	General Fund (Account )		(72,956)
22,554	Fund (Account 2)		20,054
	Fund (Account )		
	Superannuation Fund (Account )		
	Political Fund (Account )		
	Revaluation Reserve		
	<b>LIABILITIES</b>		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
	Tax payable		
55,234	Sundry creditors		83,989
	Accrued expenses		
	Provisions		
	Other liabilities		
15,988	<b>TOTAL LIABILITIES</b>		31,087
15,988	<b>TOTAL ASSETS</b>		31,087

# FIXED ASSETS ACCOUNT

(see notes 51 to 55)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold	Leasehold				
	£	£				
<b>Cost or Valuation</b>						
At start of year						0
Additions						0
Disposals						0
Revaluation/Transfer s						0
At end of year						0
<b>Accumulated Depreciation</b>						
At start of year						0
Charges for year						0
Disposals						0
Revaluation/Transfer s						0
At end of year						0
<b>Net book value at end of year</b>						0
<b>Net book value at end of previous year</b>						0

# ANALYSIS OF INVESTMENTS

(see notes 56 and 57)

QUOTED	All Funds Except Political Funds £	Political Fund  £
Equities (e.g. Shares)		
Government Securities (Gilts)		
Other quoted securities (to be specified)		
TOTAL QUOTED (as Balance Sheet)		
Market Value of Quoted Investment		
<b>UNQUOTED</b> Equities		
Government Securities (Gilts)		
Mortgages		
Bank and Building Societies		
Other unquoted investments (to be specified)		
TOTAL UNQUOTED (as Balance Sheet)		
Market Value of Unquoted Investments		



# ANALYSIS OF INVESTMENT INCOME (CONTROLLING INTERESTS)

(see notes 58 and 59)

<b>Does the union, or any constituent part of the union, have a controlling interest in any limited company?</b>		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES name the relevant companies:			
COMPANY NAME	COMPANY REGISTRATION NUMBER (if not registered in England & Wales, state where registered)		
<b>Are the shares which are controlled by the union registered in the names of the union's trustees?</b>		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If NO, state the names of the persons in whom the shares controlled by the union are registered.			
COMPANY NAME	NAMES OF SHAREHOLDERS		

# SUMMARY SHEET

(see notes 60 to 71)

	All funds except Political Funds £	Political Funds £	Total Funds £
<b>INCOME</b>			
From Members	67,566		67,566
From Investments			
Other Income (including increases by revaluation of assets)	72,000		72,000
<b>Total Income</b>	139,566		139,566
<b>EXPENDITURE</b> (including decreases by revaluation of			
<b>Total Expenditure</b>	158,104		158,104
<b>Funds at beginning of year</b> (including reserves)	(34,364)		(34,364)
<b>Funds at end of year</b> (including reserves)	(52,902)		(52,902)
<b>ASSETS</b>			
Fixed Assets			
Investment Assets			
Other Assets			31,087
<b>Total Assets</b>			31,087
<b>LIABILITIES</b>			
<b>Total Liabilities</b>			(83,989)
<b>NET ASSETS (Total Assets less Total Liabilities)</b>			(52,902)

# NOTES TO THE ACCOUNTS

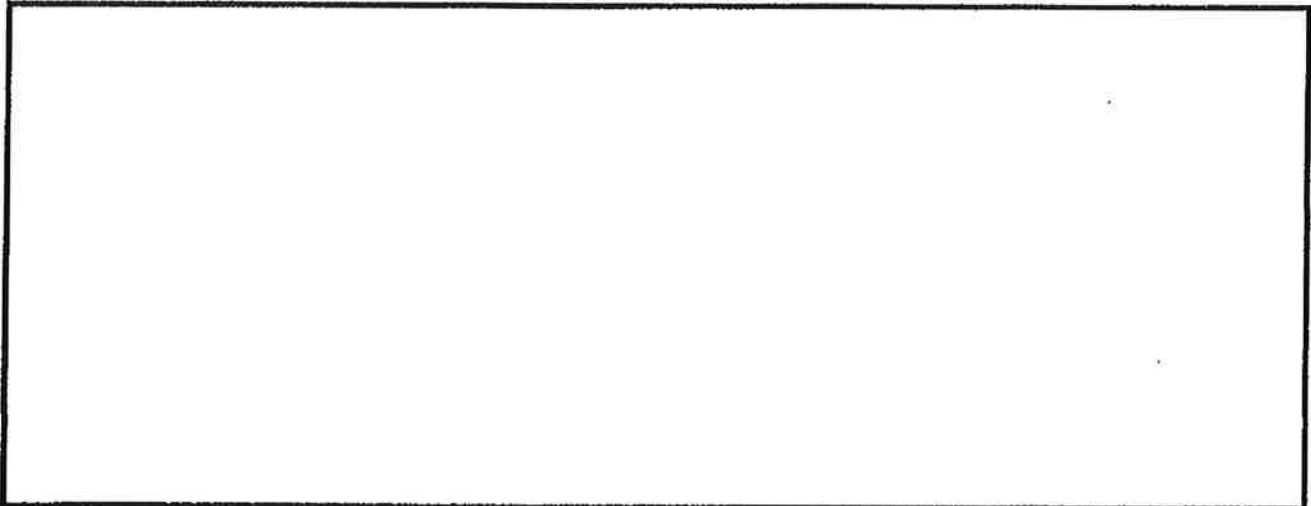
(see notes 72 and 73)

All notes to the accounts must be entered on or attached to this part of the return.

See attached sheet

# ACCOUNTING POLICIES

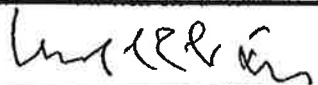
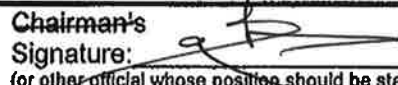
(see notes 74 and 75)



## SIGNATURES TO THE ANNUAL RETURN

(see notes 76 and 77)

including the accounts and balance sheet contained in the return.

Secretary's Signature: <u></u> Name: <u>OLAF D R DIXON</u>  Date: <u>11th February 2016</u>	Chairman's Signature: <u></u> (or other official whose position should be stated) Name: <u>GRAHAM H. MACKENZIE</u>  Date: <u>11th February 2016</u>
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## CHECK LIST

(see notes 78 to 80)

(please tick as appropriate)

IS THE RETURN OF OFFICERS ATTACHED? (see Page 2 and Note 12)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN OF CHANGE OF OFFICERS BEEN COMPLETED? (see Page 2 and Note 12)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE RETURN BEEN SIGNED? (see Pages 19 and 21 and Notes 76 and 77)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
HAS THE AUDITOR'S REPORT BEEN COMPLETED? (see Pages 20 and 21 and Notes 2 and 77)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
IS A RULE BOOK ENCLOSED? (see Notes 8 and 78)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
A MEMBER'S STATEMENT IS: (see Note 80)	ENCLOSED	<input checked="" type="checkbox"/>	TO FOLLOW	<input type="checkbox"/>
HAS THE SUMMARY SHEET BEEN COMPLETED (see Page 17 and Notes 7 and 59)	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>

# AUDITOR'S REPORT

(see notes 81 to 86)

made in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992.

1. In the opinion of the auditors or auditor do the accounts they have audited and which are contained in this return give a true and fair view of the matters to which they relate?  
(See section 36(1) and (2) of the 1992 Act and notes 83 and 84)

YES/NO

If "No" please explain below.

2. Have the auditors or auditor carried out such investigations in the preparation of their audit report as will enable them to form an opinion as to:
- (a) whether the trade union has kept proper accounting records in accordance with section 28 of the 1992 Act;
  - (b) whether it has maintained a satisfactory system of control over its transactions in accordance with the requirements of that section; and
  - (c) whether the accounts to which the report relates agree with the accounting records?  
(See section 36(3) of the 1992 Act, set out in note 83)

YES/NO

If "No" please explain below.

3. Are the auditors or auditor of the opinion that the union has complied with section 28 of the 1992 Act and has:
- (a) kept proper accounting records with respect to its transactions and its assets and liabilities; and
  - (b) established and maintained a satisfactory system of control of its accounting records, its cash holding and all its receipts and remittances.  
(See section 36(4) of the 1992 Act set out in rule 83)


YES/NO

If "No" please explain below.

4. Please set out a copy of the report made by the auditors or auditor to the union on the accounts to which this AR21 relates. The report is to set out the basis upon which the audit has been conducted and/or such other statement as the auditor considers appropriate. Such a statement may be provided as a separate document.  
(See note 85)

# AUDITOR'S REPORT (continued)

SEE ATTACHED SHEET

Signature(s) of auditor or auditors:		
Name(s):	Neil Calvert	
Profession(s) or Calling(s):	Accountant ICAEW	
Address(es):	Rushtons Shorrock House 1 Faraday Court, Fulwood Preston, PR2 9NB	
Date:	3.2.2016	
Contact name and telephone number:	01772 693111	

N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany this return.

**INSTITUTE OF FOOTBALL MANAGEMENT  
& ADMINISTRATION**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MAY 2015**

**CERTIFICATION OFFICE  
FOR TRADE UNIONS  
& EMPLOYERS' ASSOCIATIONS**

**22 FEB 2016**

**RECEIVED**

**INSTITUTE OF FOOTBALL MANAGEMENT & ADMINISTRATION**

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## INSTITUTE OF FOOTBALL MANAGEMENT & ADMINISTRATION

### STATEMENT OF OFFICERS' RESPONSIBILITIES

The Trade Union and Labour Relations (Consolidation) Act 1992 requires the officers of the union to:

- keep proper accounting records which give a true and fair view of the state of affairs of the Institute of Football Management & Administration and explain its transactions;
- establish and maintain a satisfactory system of control of the accounting records, cash holdings and all the receipts and remittances;
- prepare an Annual Return for the Certification Officer giving a true and fair view of the income and expenditure account and balance sheet;
- provide members of the Institute of Football Management & Administration with an Income and Expenditure statement for the period, and
- prepare the Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Institute of Football Management & Administration rules require the officers of the union to present audited accounts to the Annual General Meeting.

  
.....  
**G MACKRELL**  
**HONORARY TREASURER**

Date: 2nd January 2016.

## REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE INSTITUTE OF FOOTBALL MANAGEMENT AND ADMINISTRATION

We have audited the financial statements of the Institute of Football Management and Administration for the year ended 31 May 2015 which comprise the Balance Sheet, the General Fund Income and Expenditure Account and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the Institute's members, as a body, in accordance with the Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to the Institute's members those matters we are required to state to them in a Report of the Auditors and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Institute and the Institute's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of officers and auditors**

As explained more fully in the Statement of Officers' Responsibilities, the officers are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Institute's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the officers; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the financial statements to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on the financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the Institute's affairs as at 31 May 2015 and of its surplus for the year then ended; and
- have been properly prepared in accordance with the United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Trade Union and Labour Relations (Consolidation) Act 1992.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF  
THE INSTITUTE OF FOOTBALL MANAGEMENT AND ADMINISTRATION**

**Emphasis of matter - going concern**

In forming our opinion on the financial statements, which is not qualified, we have considered the adequacy of the disclosure made in note 1 to the financial statements concerning the Institute's ability to continue as a going concern. As at 31 May 2015 the Institute had net current liabilities of £72,956. This condition, along with the other matters explained in note 1 to the financial statements, indicate the existence of a material uncertainty which may cast significant doubt about the Institute's ability to continue as a going concern. The financial statements do not include the adjustments that would result if the Institute was unable to continue as a going concern.

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Trade Union and Labour Relations (Consolidation) Act 1992 requires us to report to you if, in our opinion.

- a satisfactory system of control over transactions has not been maintained;
- adequate accounting records have not been kept;
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.



.....  
Rushtons  
Chartered Accountants and Registered Auditors  
Shorrock House  
1 Faraday Court  
Fulwood  
Preston  
Lancashire  
PR2 9NB

Date: 3.2.2016

**INSTITUTE OF FOOTBALL MANAGEMENT & ADMINISTRATION**

**GENERAL FUND INCOME AND EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 31 MAY 2015**

	Notes	2015		2014	
		£	£	£	£
<b>Income</b>					
Subscriptions and sundry income			2,000		3,400
Donations			29,000		29,000
			<u>          </u>		<u>          </u>
			31,000		32,400
<b>Expenditure</b>					
Salaries and consultants and management charge				19,687	
Office rental	21,370			7,250	
Legal - assistance to members and union subscriptions	7,250				
Audit and accountancy	18,250			18,400	
Sundry expenses	3,750			3,740	
Human resource services for members	353			295	
Office expenses	850			700	
IFMA course expenses	17			-	
	2,712			2,411	
		<u>          </u>	(54,552)	<u>          </u>	(52,483)
<b>Sub-section surpluses/(deficits)</b>					
PFAA	2	(10,955)		(18,033)	
PFCA	3	18,469		43,494	
		<u>          </u>	7,514	<u>          </u>	25,461
<b>(Deficit)/surplus for the year</b>			<u>          </u>		<u>          </u>
			(16,038)		5,378
			<u>          </u>		<u>          </u>

**INSTITUTE OF FOOTBALL MANAGEMENT & ADMINISTRATION**

**BALANCE SHEET AS AT 31 MAY 2015**

	Notes	2015		2014	
		£	£	£	£
<b>Current assets</b>					
Debtors	4			27,900	
Cash at bank and in hand		21,033		1,955	
		<u>21,033</u>		<u>29,855</u>	
<b>Current liabilities</b>					
Creditors: amounts falling due within one year	5	(93,989)		(86,773)	
		<u>(93,989)</u>		<u>(86,773)</u>	
<b>Net current liabilities</b>			(72,956)		(56,918)
			<u>(72,956)</u>		<u>(56,918)</u>
<b>Total assets less current liabilities</b>			(72,956)		(56,918)
			<u>(72,956)</u>		<u>(56,918)</u>
 <b>Represented by:-</b>					
General fund	6		(72,956)		(56,918)
			<u>(72,956)</u>		<u>(56,918)</u>

Approved on

  
 GRAHAM MACKRELL  
 HONORARY TREASURER

**INSTITUTE OF FOOTBALL MANAGEMENT & ADMINISTRATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MAY 2015**

**1. Accounting Policies**  
**Accounting Convention**

The financial statements have been prepared under the historical cost convention and are in accordance with applicable accounting standards.

The financial statements have been prepared on a going concern basis, the validity of which may be inappropriate as at 31 May 2015, the Institute has net current liabilities of £72,956. The financial statements do not include any adjustments that may result from the Institute being unable to continue as a going concern.

**Income**

Subscriptions and donations are accounted for on a receipts basis. Sponsorships are recognised on an accruals basis.

**Taxation**

As an unincorporated association the Institute of Football Management & Administration is liable to corporation tax on its investment income, and realised gains on investments sold.

	2015		2014	
	£	£	£	£
<b>2. PFAA</b>				
<b>Income</b>				
Subscriptions		10,083		9,446
Sponsorship		23,250		22,208
		<hr/>		<hr/>
		33,333		31,654
<b>Expenditure</b>				
Staff and consultants	21,365		19,687	
Training programme and conference expenses	22,923		30,000	
	<hr/>	(44,288)	<hr/>	(49,687)
		<hr/>		<hr/>
Transfer to Income and Expenditure Account		(10,955)		(18,033)
		<hr/>		<hr/>

**INSTITUTE OF FOOTBALL MANAGEMENT & ADMINISTRATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MAY 2015**

	2015		2014	
	£	£	£	£
<b>3. PFAA</b>				
<b>Income</b>				
Subscriptions		55,483		57,900
Sponsorship		19,750		16,117
		<u>75,233</u>		<u>74,017</u>
<b>Expenditure</b>				
Staff and consultants	21,369		19,687	
Seminars meetings and coaching	34,656		10,836	
Sundry	739		-	
	<u>(56,764)</u>		<u>(30,523)</u>	
Transfer to Income and Expenditure Account		<u>18,469</u>		<u>43,494</u>
<b>4. Debtors: amounts falling due within one year</b>		<b>2015</b>		<b>2014</b>
		£		£
Sponsorship debtors		-		27,900
		<u>-</u>		<u>27,900</u>
<b>5. Creditors: amounts falling due within one year</b>		<b>2015</b>		<b>2014</b>
		£		£
IFMA Charity Trust		10,000		21,800
League Managers Association		150		-
VAT		4,264		5,373
Accruals and deferred income		79,575		59,600
		<u>93,989</u>		<u>86,773</u>